

URBAN/MUNICIPAL

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URBAN/MUNICIPAL

MINUTES OF THE PERSONNEL
AND ORGANIZATION COMMITTEE
OF THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON



MINUTES OF THE

JANUARY, 1991

PERSONNEL

AND

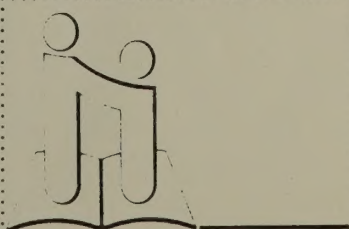
ORGANIZATION

COMMITTEE

CA4 ON HBL W26
URBAN/MUNICIPAL

1991

1991



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1991 01 10

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Status Report from Officials re Number of
Areas in the System's Organization 1
2. Response from Officials re Proposed Staffing
Report Format 1
3. Staffing Co-ordinator (Special Assignment) 4

NEW BUSINESS:

1. March Meeting Date 4

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 5
2. Requests for "Four Over Five" Plan 5

MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1991 01 10

Present: Mrs. J. Bishop (Chairman); Trustees Hicks, Mulholland, Paquin, R. Stewart and Cunningham.

Also

Present: Trustees Allen, Clarke, Deans, Desmarais, Hill, Johnston, Kennedy, Penner and A. Stewart.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
P. Shewfelt (Superintendent of Finance and Treasurer)
B. Sinclair (Superintendent of Human Resources)
D. Skidmore (Superintendent of Program)
R. Kawai (Superintendent of Information Management Services)
M. Quinn (Superintendent of Schools - Area One)
N. Nicholls (Superintendent of Schools - Area Two)
R. Binns (Superintendent of Schools - Area Three)
R. Kennedy (Assistant Superintendent of Staffing)
G. Rappolt (Assistant Superintendent of Program [Curriculum])
S. Rogers (Assistant to the Secretary)

Mrs. Bishop convened the meeting and called for confirmation of the minutes of the previous meeting.

Moved by Mrs. Clarke:

That the minutes of the 1990 12 13 meeting be approved as presented. CARRIED.

G E N E R A L

BUSINESS ARISING OUT OF THE MINUTES:

Status Report from
Officials re Number of
Areas in the System's
Organization

Mr. Rielly reported that, as detailed in the report attached to the Agenda, the officials would like to defer the report on this aspect of the Board's operations for inclusion in the Personnel Priority Package scheduled for presentation in February, 1991.

Moved by Mrs. Hill:

That the report on the Number of Areas in the System's Organization, as requested at the November meeting of the Personnel and Organization Committee, be brought to the February meeting of the Personnel and Organization Committee in association with the Personnel Priority Package. CARRIED.

Response from Officials
re Proposed Staffing
Report Format

Mr. Sinclair referred to the proposed format of the Staffing Report - Full Time Equivalent Positions. He noted that this report provides the information as suggested by Trustee McWhinnie at last month's meeting.

Mr. Sinclair added that the report is not complete and drew their attention to the blank category "Number of employees", above the shaded horizontal line. This category will show the difference between full-time equivalent positions and the actual number of employees and should be completed for presentation at the February meeting.

Mr. Sinclair, indicating that this is a developing format, stated he would welcome suggestions for improvement.

Mrs. Hill requested that Occasional Staff be included in the report.

Mr. Sinclair replied that there are many different ways of showing information relative to Occasional Staff, i.e. the numbers who are working, the potential available on the supply pool, etc.

Mrs. Deans referred to a letter to all trustees from Trustee McWhinnie and asked whether the officials would be prepared to answer the questions posed by Mr. McWhinnie or could the trustees receive written replies for next month's meeting.

Mr. Sinclair confirmed that he and Mr. Rielly had received copies of Mr. McWhinnie's letter today.

Mr. Hicks asked for an explanation of the decline of 839 students in the secondary enrolment.

Mr. R. Kennedy replied that the September 30 enrolment figure is used for staffing purposes. Traditionally, the enrolment declines as the school year progresses due to a variety of factors.

Mr. R. Kennedy said that "high-risk" students enrol in school in September but, as they experience difficulty, many decide to leave or drop out. He felt there should be an increase in the February enrolment when students return to school to try again in the second semester.

Mr. Hicks asked if it was possible to go back three-four years to determine whether the 6% average drop out rate is higher or lower in comparison. Mr. Hicks suggested that if the 6% average is consistent it could influence the projections in staffing and courses.

Mr. R. Kennedy reported that the contract requirements relative to staffing are based on September 30 enrolment figures.

Mr. Sinclair added that the grant system is based on the September 30 enrolment figure as well as Ministry requirements. Across the province, enrolments are based on September 30.

Mr. Hicks asked when we track, will we be able to identify areas in the city as having a significant decline in enrolment.

Mr. R. Kennedy replied that over the years there has been a pattern in the city. He recalled that many years ago a report would come to the Board on drop out rates which would indicate where the heaviest drop out rates were.

When we try to identify the high-risk student, Mr. Hicks hoped a plan was being put in place to involve them in counselling and/or a buddy system, etc.

Mr. Stockwell informed the members that in the Spring profiles are developed on grade 8 students from which it is determined whether to involve a student with the Learning Resource Teacher in the secondary school, provide periodic counselling or counsel

the parents with respect to subject selections. The semester school system is able to give some students a longer time to successfully complete grade 8 and start secondary school at the beginning of the second semester. He agreed that the problem of drop outs is multi-faceted and that not all reasons are educational.

Mr. Stockwell confirmed for Mr. Hicks that providing lunchroom supervision is mandatory.

Mr. Sinclair reported that "teachers not at school locations" are itinerant teachers.

Mr. R. Kennedy said that every secondary school must prepare a report for the Ministry based on actual enrolment figures on September 30.

Mr. Stockwell added that this is a requirement of the Ministry and is the figure stipulated in the collective agreements. The Board receives 40% of the grant for all students on the roll as of September 30 even if they leave school in the first week of October.

Mr. Sinclair indicated that, using a pupil/teacher ratio of 20-1, the decline of 839 students in the secondary schools equates to approximately 40 teachers.

Mr. R. Kennedy responded to Mrs. Deans' question that the semester system makes it "easier" for students to drop in and out.

Calculating the costs of educating a secondary school student and multiplying that by the number of students who have dropped out, Mrs. Deans expressed concern about this cost imposed on the local tax payer.

Mr. Rielly agreed that "we" may be doing a disservice to these students but noted that "we" includes the teachers, parents, community, Board, and the students themselves. While there are many initiatives and strategies available, he acknowledged that student drop out is a very real problem that is causing concern across not only Ontario but North America and everywhere.

Moved by Mrs. Clarke:

That this meeting of the Personnel and Organization Committee continue to meet past 23:00 hours. CARRIED.

Mrs. Bishop requested that the debate centre on the format of the Staffing Report and suggested that the topic of student retention be placed on a future Agenda.

Mrs. Hill asked the officials whether developing this report represented an inordinate amount of work and preparation.

Mr. Sinclair reported that a staff member did spend time on developing the Staffing Report which is before the trustees but once the format is set the information he felt can be maintained without additional costs.

Moved by Mrs. Hill:

That the format for the Staffing Report - Full Time Equivalent Positions be adopted as presented, with thanks to Mr. Sinclair, Superintendent of Human Resources, and the Human Resources Department.

Mr. Sinclair confirmed that the enrolment and staffing figures are as of the end of the month indicated.

The motion was put to a vote and was CARRIED.

Staffing Co-ordinator, (Special Assignment)

In reference to the action of the Personnel and Organization Committee last month in referring the position of Staffing Co-ordinator (Special Assignment) to the Personnel Priority Package, Mr. Rielly expressed concern about this critical position. He noted that staff has met to consider the ramifications of not filling this position and what alternatives there were such as redeployment. However, Mr. Rielly emphasized there were other issues to consider between now and when, or if, the position is filled, i.e. the hiring of new staff, staff projections, postings, promotions, special teacher requirements, staffing of secondary schools for the second semester, etc. Consideration is being given to filling this position on a temporary basis; otherwise, it could remain vacant for over five months. If redeployment is necessitated, it will mean less service in some other area.

Mr. Rielly stressed that he was bringing these concerns before the members at this time as it is a critical position to the operation of the staffing process and, therefore, wished to keep it before the trustees.

Mr. P. Kennedy offered to make a motion at this meeting in support of doing something immediately. When Mr. Rielly responded that such action was not his intent in speaking to the position at this meeting, Mr. Kennedy agreed not to place a motion on the floor but cautioned the Board not to show restraint to the point of destroying a part of the system.

NEW BUSINESS

March Meeting Date

Mrs. Bishop reported that the regular meeting date for the March meeting of the Personnel and Organization Committee would fall during the week of March Break.

Moved by Dr. Johnston:

That the March, 1991, meeting of the Personnel and Organization Committee be rescheduled to Tuesday, 1991 03 05, following the Operations Management Committee meeting.

CARRIED.

Ms. Howard affirmed the officials will try to accommodate these teachers who will be first priority when the need exists.

Mrs. Lowe pointed to the need for an additional 3.5 teachers for French Immersion and wondered if there is corresponding growth in the student population. She noted the program at Dalewood Elementary School is expanding into Grade 8 while the teaching positions reported at Norwood Park and Glen Brae Elementary Schools are replacements.

Referring to the Priority File earlier mentioned by Ms. Howard, Ms. Patenaude assumed the Board provides no assurance to the applicants listed in this file that they will be hired. She felt this should be specified clearly to all applicants for teaching positions with this Board.

Ms. Howard affirmed the Board is doing this.

Moved by Mrs. Bishop:

That the verbal Report on Teacher Hiring be received for information. CARRIED

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Canon Rogers:

That the recommendations of the Director of Education be approved as presented. CARRIED

Noting the retirements at the Principal level, Mr. Hicks requested an update on the candidates pool for this position.

Mr. Stockwell reported the selection process for the position of Vice-Principal is on track and two persons are considered qualified for Principalship at the Secondary level. He said the selection process will start again in the Spring.

In the Elementary panel, there are now seven candidates in the candidates pool.

Mr. Stockwell, in response to Mrs. Hill, explained that it is not possible for a person to be in the pool for an indefinite period of time. He also stressed that it is the Board's practice to place candidates in the pool at a level which ensures it will not be "empty" when a need arises.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

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Att.

URBAN MUNICIPAL

FEB 10 1992

GOV. DOCUMENTS

ELEMENTARY/SECONDARYNEW BUSINESSRecommendations of the
Director of Education

Mrs. Bishop drew the members' attention to the change in language in Clauses 7 and 8. Clause 7 was formerly "Resignations" and is now "Leaving Employment"; Clause 8 is "Leaves of Absence" but does not specify the type of leave that is being requested. She advised that these changes have come about as a result of concerns around Freedom of Information relative to disclosing personal information. She added that questions related to these two Clauses must be asked in-camera.

Mr. Stockwell reported that Clause 4. (a) (ii) in the Added Recommendations, represents a redeployment of staff to assist in setting up of the Trainable Retarded program at Sir Winston Churchill Secondary School.

Moved by Mrs. Hill:

That the recommendations of the Director of Education be approved as presented.

In response to Mrs. Hill's question regarding the absence of notations relative to "new", "replacement", "budgeted", etc., Mr. R. Kennedy said that the recommendations this month are all within the collective agreement.

The motion was put to a vote and was CARRIED.

At an in-camera session of the meeting, the following recommendation was approved:

7. LEAVING EMPLOYMENT

That the date for the following staff to leave the employ of the Board be approved:

Elizabeth J. Jensen	Administrative Staff	1991 01 10
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Requests for "Four Over
Five" Plan

Moved by Mrs. Hill:

That the following requests re "Four Over Five" Plan be approved:

(a) That approval be granted for the request of the following teacher for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Collective Agreement, effective as shown:

Susan Muma (S), (Sem. 2),	1993 02 01 to 1993 06 30
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(b) That the Board rescind the Leave of Absence granted at a previous meeting to the following teacher and approve the request to withdraw from the Salary Holdback Plan ("Four Over Five"), effective as shown:

Romano Dreossi (S),	1991 01 07
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(c) That approval be granted for the requests of the following teachers to defer their Leaves of Absence under the Salary Holdback Plan ("Four Over Five"), effective as shown:

Dave Didur (S), (Sem. 2), 1992 02 01 to 1992 08 31
Diane Jones (E), 1992-93 school year

Mr. Hicks noted Clause (c) and questioned how long this plan can be "deferred".

Mr. Sinclair clarified that the "Four Over Five" plan provides for some flexibility but that it cannot be deferred beyond the fifth year.

The motion was put to a vote and was CARRIED.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

rm

FEBRUARY, 14 1991

minutes of the

PERSONNEL

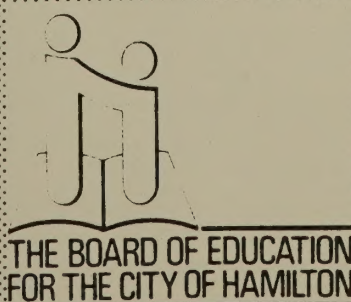
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M36 1991

AND

ORGANIZATION COMMITTEE



INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1991 02 14

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Personnel Priorities 1

NEW BUSINESS:

1. Recommendations of the Director 2
2. Accommodation of Employees under Human Rights Codes and Workers' Compensation Act 2
3. Staffing Report 4

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director 5
2. Requests for Four Over Five Plan 5
3. Area 3 - Special Education Consultant Vacancy 6

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MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1991 02 14

Present: Mrs. J. Bishop (Chairman); Trustees Hicks, Mulholland, Paquin, R. Stewart and Cunningham.

Not Present: Trustee Lowe.

Also Present: Trustees Allen, Baskin, Deans, Desmarais, Hill, McWhinnie, Penner and Rogers.

Officials Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
B. Sinclair (Superintendent of Human Resources)
D. Skidmore (Superintendent of Program)
M. Quinn (Superintendent of Schools - Area One)
N. Nicholls (Superintendent of Schools - Area Two)
R. Binns (Superintendent of Schools - Area Three)
P. Gillie (Superintendent of Schools - Area Four)
D. Rothwell (Superintendent of Schools - Area Five)
S. Rogers (Assistant to the Secretary)

Mrs. Bishop called for confirmation of the minutes of the previous meeting.

Moved by Mr. Mulholland:

That the minutes of the 1991 01 10 meeting be approved as presented. CARRIED.

G E N E R A L

BUSINESS ARISING OUT OF THE MINUTES:

Personnel Priorities

Mr. Rielly reported that the Personnel Priorities Package will be presented at the first meeting of the Budget Review Committee now scheduled for Monday, 1991 02 25. The Package will be considered in context with Lines 1 and 2 and in association with Lines 3-20.

Referring to the continuing concern of Senior Officials regarding a replacement for the position left vacant when the Assistant Superintendent of Staffing retired, Mr. Rielly indicated that there will be a request in this regard in the Personnel Priorities Package. In the meantime, Mr. Frank Cooke, Co-ordinator of History, has been temporarily placed in that position to carry on the important daily activities and to plan various other activities around staffing that need to be organized for the coming months.

Mr. Stewart asked why the Personnel Priorities Package is now to be included in the Budget Review Manual.

Mr. Rielly replied that the Personnel Priorities Package this year will represent a consolidation of Lines 1 and 2 and will impact on both program and positions. Since it also ties in with Lines 3-20, it is felt it should be presented in context with the budget report.

Mrs. Baskin questioned the necessity of replacing the retired Assistant Superintendent of Staffing. Noting that the position was not a part of the Consultant's Report on re-organization, she suggested that a decentralized system provides for other staff to assume hiring responsibilities and suggested Area Supervisors and the Principals be given that opportunity.

She indicated she would oppose a replacement position if one is included in the Package on the 25th.

Mr. Rielly appreciated knowing in advance of Mrs. Baskin's concerns so that the Officials can address them in the presentation of the Package.

It was agreed:

That the verbal update on the Personnel Priorities Package be received for information.

NEW BUSINESS

Recommendations of the Director of Education

Moved by Canon Rogers:

That the recommendations of the Director of Education be approved as presented.

Mr. Rielly replied to Mrs. Deans' question relative to Clause 3 (a) that Dr. Pryor is in his second year of a leave of absence.

Mrs. Baskin felt the Board should be grateful to Dr. Pryor for his innovative ideas that changed the direction of the Psychological Services Department and praised his contributions to the Hamilton Board. She wished him well.

Mrs. Deans agreed that Dr. Pryor's leaving represented a loss to the Board but, as she had hoped he would return to share his expertise gained during the leave, expressed her disappointment that the Board would not benefit from his time away.

Mr. Sinclair clarified that Clause 2 (a) was to confirm staff in the established positions as stated and does not represent any increase in the staff complement count.

The motion was put to a vote and was Carried.

Accommodation of Employees under the Human Rights Codes and Workers' Compensation Act

Following Ms. Linda Sproule-Jones' review of the report as attached to the Agendas, Mrs. Deans asked about the reference to the growth in this area.

Ms. Sproule-Jones responded there have been 14 cases since this past summer.

At Miss Cunningham's request, Ms. Sproule-Jones explained that alcohol and drug abuse have been judged to be disabilities or handicaps that must be accommodated by an employer. If, however, a staff person does not agree to a self-help program or some form of rehabilitation, the duty of accommodation on the part of the employer is lessened. "Accommodation" in such cases could be granting time away from the job to attend rehabilitation sessions. Ms. Sproule-Jones added that while alcohol and drug abuse is not specified in Clause 9(a) of the Human Rights Code, its determination as a handicap was set as a precedent as the result of a court case.

Mr. McWhinnie suggested that the draft policy and procedures

being developed should be vetted through the Board's lawyers and strongly recommended it be done in the early stages.

Ms. Sproule-Jones was not aware if other school boards' were developing similar policies but, in citing the City as having done considerable work in this area, agreed to utilize their resources if possible.

Mr. Desmarais questioned the time being spent in developing a policy for the system when each case is so individual and must be dealt with as such.

Ms. Sproule-Jones replied that the Human Rights Code's guidelines are mainly philosophical statements and the policy is to specify "how to do what the law requires us to do".

When Mr. Stewart questioned the lack of a Board hiring policy, Mr. Sinclair assured him that practices of the Board have established the procedure and process of hiring and emphasized that the lack of a written policy does not mean there are not sound practices.

Mr. Stewart stressed that he was not implying such but stated he feels the Board should have policy.

Mr. Rielly supported Mr. Sinclair's statements and stressed the Board follows fair practices, provides equity, operates within the Human Rights Code and abides by the rules associated with the regulations and laws of Ontario. He indicated the Officials would take the comments and suggestions under consideration.

In response to a question, Ms. Sproule-Jones reported that the 14 cases referred to earlier are primarily from the staffs of the Plant Department and Educational Assistants, which have pointed to the heavier physical requirements of these jobs; some cases are from the Clerical Staff and Teachers also.

Miss Cunningham agreed with Trustee Desmarais that a policy cannot cover all situations and questioned the time being spent on developing one when a simple procedure of directing supervisors to consult with Human Resources staff when a problem services would suffice.

Ms. Sproule-Jones responded that a policy would provide a "set of procedures" to assure people that all cases will receive the same consideration.

Moved by Mrs. Baskin:

That the report on the Accommodation of Employees under the Human Rights Code and Workers' Compensation Act be received for information and that the draft Policy Statement be brought back to this Committee.

Ms. Sproule-Jones suggested that a Policy could be ready for presentation in May or June.

Mrs. Hill referred to an earlier statement relative to the physical effort required of the Educational Assistants and

cautioned the Human Resources Department to consider this in the job description when advertising for the position.

Mr. Hicks referred to the discussion on a "hiring policy" and suggested that much of the Board's guidelines could be found within the Collective Agreements of the different Unions and Federations, noting that some can be very specific. He viewed the Report on Accommodation of Employees as excellent and while agreeing that the work needs to be done eventually, suggested it may need to be deferred in light of the budget situation this year.

Mr. Mulholland called the question and it was Carried.

The motion was put to a vote and was Carried.

Staffing Report

Mr. Sinclair reviewed the Report and provided the following updated information as of 1991 02 12:

Enrolment -

- Elementary for January and February - 25,836;
- Secondary for January - 13,154 and for February - 13,810;
- T.R. for January and February 181.

Mr. Stockwell drew the members' attention to the information placed on their desks relative to Secondary School and Vocational School Enrolments and Changes in Enrolments by Month: 1990-91. (see attached)

Mr. Hicks noted that the number of Lunchroom Supervisors has not increased in comparison to the increase in enrolment.

Mr. Sinclair reported that the budget cuts last year necessitated an increase in the pupil/Lunchroom Supervisor ratio, wherever possible. He acknowledged it has risen to around 32-1 and may be higher in some situations. Mr. Sinclair added that the Board would follow the present guidelines in staffing the Lunchroom Programs for September, 1991, unless directed otherwise by the Board.

Mrs. Baskin objected strenuously to the gradual increase in the student/Lunchroom Supervisor ratio and requested that the Ministry of Education's guidelines on this be reviewed.

Mr. Hicks requested statistical figures at some point in the future on students in the secondary schools who are fast-tracking.

Mr. Sinclair confirmed for Mr. Allen that there are 485 fewer students enrolled in the secondary schools than in September, 1990.

Mr. Mulholland asked the cost to the Board to finance the Lunchroom Program.

Mr. Sinclair replied that the Lunchroom Supervisors receive \$12.20 per hour. With the 1/2 million dollar increase over three years through the Pay Equity Plan, he suggested the program represents substantial costs to the Board, perhaps several millions of dollars.

Mrs. Baskin did not agree with Mr. Sinclair's statements about the cost of the program.

Mr. Mulholland shared Mrs. Baskin's concerns about the quality of the program and submitted that it may be time to consider making this a user-pay service in order to maintain the excellence of the program.

Mr. Rielly clarified that the Board must provide space and the supervision for a Lunchroom Program. It is not mandated, however, that the supervision must be carried out by paid supervisors.

Mr. Desmarais drew attention to a discrepancy between what has been reported as the ratio in the Lunchroom Program and what he calculated using the figures in the Staffing Report. Mr. Sinclair offered to examine this more closely and provide the ratio at a later date.

Mrs. Hill agreed that 30+ to 1 ratio is too high. She felt that other Boards of Education were struggling with this issue and indicated that the Home and School Council also has concerns.

It was agreed:

That the Staffing Report - Full Time Equivalent Positions be received for information.

Mrs. Hill reiterated her request made at a previous meeting relative to providing information on Occasional Teachers and also requested that the secondary school enrolment figures for composite and vocational schools be reported separately.

ELEMENTARY/SECONDARY

Recommendations of the Director of Education

Moved by Mrs. Baskin:

That the recommendations of the Director of Education be approved. Carried.

Requests for "Four Over Five" Plan

Moved by Canon Rogers:

That the following requests re "Four Over Five" Plan be approved:

(a) That approval be granted for the requests of the following teachers for Leaves of Absence under the Salary Holdback Plan ("Four Over Five") of the Collective Agreement, effective as shown:

Zaitoon Adatia (S), (Semestered Leave), 1993 02 01 to 1993 06 30

Michael Creaghan (S), (Semestered Leave), 1993 02 01 to 1993 06 30

Paul Lewis (E), (Full-Year Leave), 1994 09 01 to 1995 06 30

Roger T. Snowling (S), (Semestered Leave), 1993 02 01 to 1993 06 30

(b) That the Board rescind the Leave of Absence granted

at a previous meeting to the following teacher and approve the request to withdraw from the Salary Holdback Plan ("Four Over Five"), effective as shown:

Jane Easden (E), 1991 01 22

Carried

Area 3 - Special
Education Consultant
Vacancy

Mr. Binns apologized to the members that this information had not been ready to forward to them prior to tonight's meeting. He then reviewed the report.

Mrs. Bishop added that this information is an explanation that, when the Vincent Massey students enrolled at Sir Winston Churchill Secondary School, the number of exceptional students increased to a figure which required two Learning Resource Teachers as per the contractual agreement.

Moved by Mrs. Baskin:

That the position of Area 3 - Special Education Consultant be posted and filled.

Mr. Binns, while appreciating Mrs. Baskin's support, indicated that the Officials are entitled to post and fill this position and noted the recommendation in the report was to receive the explanation for information.

Mrs. Baskin offered to withdraw her motion. Mrs. Bishop called a vote on withdrawing the motion and it was Carried.

Moved by Mr. Mulholland:

That the Report from Officials regarding an internal appointment (transfer) relative to Area 3 - Special Education Consultant Vacancy be received for information.

Mrs. Hill questioned whether this position will be included in the Personnel Priorities Package and stated her concern.

Mr. Rielly assured Mrs. Hill that this position must be filled and that he saw no difficulty in proceeding to fill it. We will be looking at Area Teams in terms of the Personnel Priority Package.

Mr. Stockwell added that, while there may be some change in the structure of the Area Teams when the package comes forward, the Special Education Consultant is considered one of the indispensable positions.

Mr. Rielly clarified that the person who is to fill this position will be appointed on a three-year term with a two year renewable clause. He allayed any fears that filling the position now would create too many people in the position come June by noting that there are two people in these positions whose terms end in June.

The motion was put to a vote and was Carried.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

SECONDARY SCHOOL ENROLMENTS AND CHANGES IN ENROLMENTS BY MONTH: 1990-91

	BAR	DELTA	GPV	GLEN	HILL	SCOTT	SHERWD	SAM	SCAM	SWC	WDALE	WMOUNT	ALTER	TOTAL
Sep	1235	1026	406	1206	1093	1045	1165	1301	1360	954	1403	863	49	13106
Oct	1204	995	403	1174	1069	960	1146	1278	1296	912	1352	858	70	12717
CHANGE	-31	-31	-3	-32	-24	-85	-19	-23	-64	-42	-51	-5	21	-389
% CHANGE	-2.51%	-3.02%	-0.74%	-2.65%	-2.20%	-8.13%	-1.63%	-1.77%	-4.71%	-4.40%	-3.64%	-0.58%	42.86%	-2.97%
Nov	1187	962	405	1125	1047	923	1119	1254	1265	884	1321	847	75	12415
CHANGE	-48	-63	-1	-81	-46	-122	-46	-47	-95	-70	-82	-16	26	-691
% CHANGE	-3.89%	-6.14%	-0.25%	-6.72%	-4.21%	-11.67%	-3.95%	-3.61%	-6.99%	-7.34%	-5.84%	-1.85%	53.06%	-5.27%
Dec	1180	951	399	1107	1041	909	1103	1245	1237	878	1305	842	102	12299
CHANGE	-55	-75	-7	-99	-52	-136	-62	-56	-123	-76	-98	-21	53	-807
% CHANGE	-4.45%	-7.31%	-1.72%	-8.21%	-4.76%	-13.01%	-5.32%	-4.30%	-9.64%	-7.97%	-6.99%	-2.43%	108.16%	-6.16%
Jan	1179	937	397	1101	1031	898	1101	1239	1219	860	1284	830	79	12155
CHANGE	-56	-89	-9	-105	-62	-147	-64	-62	-141	-94	-119	-33	30	-951
% CHANGE	-4.53%	-8.67%	-2.22%	-8.71%	-5.67%	-14.07%	-5.49%	-4.77%	-10.37%	-9.85%	-8.48%	-3.82%	61.22%	-7.26%
Feb	1188	995	390	1112	1061	997	1128	1229	1346	955	1392	849	80	12725
CHANGE	-47	-31	-13	-94	-32	-48	-37	-72	-14	1	-11	-14	31	-381
% CHANGE	-3.81%	-3.02%	-3.26%	-7.79%	-2.93%	-4.59%	-3.18%	-5.53%	-1.03%	0.10%	-0.78%	-1.62%	63.27%	-2.91%
Mar														
Apr														
May														
Jun														

NOTES

- (1) "CHANGE" and "% CHANGE" are based on September, 1990.
- (2) February data is based on February 12, 1991.

Research Services Department
Hamilton Board of Education
February 14, 1991

VOCATIONAL SCHOOL ENROLMENTS AND CHANGES IN ENROLMENTS BY MONTH: 1990-91

	ANSLIE	CALEDON	CRESTWOOD	PARKVIEW	TOTAL
Sep	347	200	251	391	1189
Oct	303	189	232	387	1111
CHANGE	-44	-11	-19	-4	-78
% CHANGE	-12.68%	-5.50%	-7.57%	-1.02%	-6.56%
Nov	283	179	226	353	1041
CHANGE	-64	-21	-25	-38	-148
% CHANGE	-18.44%	-10.50%	-9.96%	-9.72%	-12.45%
Dec	280	180	224	332	1016
CHANGE	-67	-20	-27	-59	-173
% CHANGE	-19.31%	-10.00%	-10.76%	-15.09%	-14.55%
Jan	276	180	211	332	999
CHANGE	-71	-20	-40	-59	-190
% CHANGE	-20.46%	-10.00%	-15.94%	-15.09%	-15.98%
Feb	310	179	237	359	1085
CHANGE	-37	-21	-14	-32	-104
% CHANGE	-10.66%	-10.50%	-5.58%	-8.18%	-8.75%
Mar					
Apr					
May					
Jun					

NOTES

- (1) "CHANGE" and "% CHANGE" are based on September, 1990.
- (2) February data is based on February 12, 1991.

URBAN MUNICIPAL

APR 8 1991

Minutes of the

MARCH, 1991

GOVERNMENT DOCUMENTS

PERSONNEL

AND

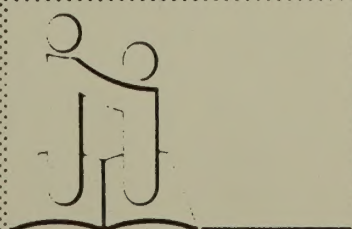
ORGANIZATION COMMITTEE

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1991



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1991 03 05

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Personnel Priorities Package 1

NEW BUSINESS:

1. Recommendations of the Director of Education 6
2. Staffing Report 6

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

1. Personnel Priorities Package 6
2. Proposed Area Re-organization 7

NEW BUSINESS:

1. Recommendations of the Director of Education 10

MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1991 03 05

Present: Mrs. J. Bishop (Chairman); Trustees Lowe, Mulholland, R. Stewart and Cunningham.

Not Present: Trustees Hicks and Paquin.

Also

Present: Trustees Allen, Deans, Desmarais, Hill, Johnston, Kennedy, Korz, Penner, Rogers and A. Stewart.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
B. Sinclair (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Finance and Treasurer)
D. Skidmore (Superintendent of Program)
R. Orlando (Superintendent of Plant)
R. Kawai (Superintendent of Information Management Services)
M. Quinn (Superintendent of Schools - Area One)
N. Nicholls (Superintendent of Schools - Area Two)
R. Binns (Superintendent of Schools - Area Three)
P. Gillie (Superintendent of Schools - Area Four)
D. Rothwell (Superintendent of Schools - Area Five)
G. Rappolt (Assistant Superintendent, Program [Curriculum])
G. Rutledge (Controller)
S. Rogers (Assistant to the Secretary)

Moved by Canon Rogers:

That the minutes of the 1991 02 14 meeting be approved as presented. CARRIED.

G E N E R A L

BUSINESS ARISING OUT OF THE MINUTES:

Personnel Priorities
Package

Mr. Rielly introduced the report and noted that it represents the efforts of Senior Management over a period of time since the Board approved the motion to work towards a 6% increase on property taxes. It is a very serious attempt to work with trustees on short and long range plans to integrate many of the functions into the priorities and the budget process. He pointed out that these recommendations are not meant as a quick solution to problems this year but rather to provide a sequential, planned and orderly linkage of the motion with the Board's vision. Although there is considerable impact on staff, the officials believe, after examining the kinds of things that exist in our system, that this is what should be done. He noted that this report involves personnel and that program considerations will come forward at a later time with the Program Department Review.

At Mr. Rielly's request, Mr. Sinclair reviewed the report with the members.

Moved by Mr. Stewart:

That the Personnel Priority Package be referred to the 1991 03 25 meeting of the Budget Review Committee.

Mr. Korz spoke against the motion as this preliminary action is necessary for decision-making leading up to the budget meetings.

Trustees Cunningham and Deans were reluctant to support the entire motion as there were questions arising out of the recommendations in the report they wished to have answered this evening.

Mr. Kennedy also spoke against the motion not wanting to delay the decision making required and felt it unfair to the officials who have prepared this report in response to the trustees' requests.

Mr. Allen was in favour of the referral, preferring to receive a more complete and full report at the Budget meeting. He highlighted the reference to the Community School Program and Workers in this report and cautioned the members that they would be doing a disservice to vote on these positions tonight, adding it was incumbent on the members to look closely at all proposed cuts.

Canon Rogers also supported the referral motion in order to deal with a much broader group of issues at the Budget meeting.

Mr. Mulholland announced he would not be discussing nor voting on this Report due to a possible conflict of interest.

Mr. Stewart agreed that this report requires discussion and input from groups and thus his referral motion.

Mrs. Hill supported part of the recommendation for referral but was concerned the Board could have staffing problems and, therefore, felt it imperative to deal with that part of this report this evening. She offered to move in amendment that the referral exclude the recommendation relative to the redeployment of the Academic Staffing position.

Mr. Stewart accepted Mrs. Hill's suggestion and indicated an amendment was not necessary.

Mr. Rielly asked for clarification on the referral of the report to the Budget Review Committee meeting on 1991 03 25. Indicating that attempts are underway to meet the Board's mandate and target dates are set for forwarding our budget to City Hall, he felt the report on March 25 would be almost identical to this report plus information on Lines 3-20 that would also address the 6% mandate. Are the trustees wanting to begin discussions on these recommendations from the officials on March 25?

Mr. Allen expressed concern that no one was here this evening to make a presentation relative to the Community School Workers and the Community School Program. Noting this is a community outreach program, he asked for fairness and equity which cannot happen when there is no input from the community.

Mrs. Lowe suggested there was still time to hear from the community. Speaking against the referral, she pointed out

that this report contained "no surprises" and answers to questions could have been sought by individual trustees prior to this evening.

Mr. Korz felt all the items in the report should be discussed tonight and thanked the officials for addressing the trustees' requests with this report. He suggested that there was sufficient time for the community to have met the Board's timelines for presentation this evening if they had wished to do so.

Mrs. Hill emphasized the major concern seemed to be around the Community School program and agreed that the community should be given the opportunity and privilege to make a presentation to this table. She suggested that if the referral motion was defeated, she would move that the Community School Program be excluded from the report for consideration this evening.

Mr. Stewart referred to the recent changes in the Unemployment Insurance Commission (U.I.C.) and asked if these implications were included in this package.

Mr. Shewfelt replied that the U.I.C. regulations, as they are understood, will add about \$300,000 to the budget, effective 1991 07 01; the annual cost to the Board will be \$600,000. Mr. Shewfelt confirmed that factors such as this contribute to the difficulty in achieving the Board's mandate.

Mr. Stewart suggested things have changed since this report was forwarded to the trustees and it was only fair to refer it to Budget Review.

Mr. Shewfelt cautioned that a budget at or close to the 6% mandate may not be possible if the report is referred.

The question was called and the motion to refer the Personnel Priorities Package, excluding the recommendation relative to the redeployment of the Academic Staffing position, to the 1991 03 25 meeting of the Budget Review Committee was Lost. (Note: See Elementary/Secondary for discussion and decision on the Community Schools.)

Mr. Orlando responded to questions that cutting two positions of Glaziers will result in reduction of service. The remaining staff would be called in to perform emergency work and in a backlog of broken glass in our buildings could result. Mr. Orlando suggested the current response time is approximately 2 weeks; if cut in half through these reductions response time would be 4 weeks.

Moved by Dr. Johnston:

That the following positions in Section A, Permanent Positions, be discontinued in accordance with the schedule of savings and be reflected in the 1991 Budget estimates:

Information Management Services
Supervisor, Administrative Services
Operations Scheduler

Procedures and Forms Co-ordinator
Media Clerk

Director's Office
Administrative Assistant

Plant Department
Glaziers (2)

Program Department
Assistant Superintendent of Program [Special Services]
Co-ordinator of Continuing Education

Mr. Korz pointed out that this report represents few lay offs, something which he had anticipated to be much higher. He also noted that the emphasis in this report is not on programs directly.

Mr. Kawai confirmed for Mr. Korz that the current reassignment of duties as a result of the retirement of the Supervisor of Administrative Services will continue as a replacement is not being recommended.

Mr. Kennedy supported the recommendations in the report and cautioned the trustees that all cuts are going to effect the system and that is something we have to accept.

Ms. Stewart also spoke in support of the recommendations.

Miss Cunningham noted this is going to be a difficult year and expressed concern that every year it seems that reductions occur in the Plant Department, Finance Department and other departments in the Education Centre. She suggested there may come a time when non-mandated programs could come into question. This is only the beginning.

A recorded vote was requested.

The motion was put to a vote and was Carried. Those in favour: Trustees A. Stewart, Allen, Mulholland, Rogers, Deans, Lowe, Kennedy, Korz, Penner Desmarais, Bishop, Hill, Johnston and Cunningham; opposed: Trustee R. Stewart.

Moved by Mrs. Lowe:

That the reductions or discontinuation of services and casual assistance in Section B, Temporary/Special Project Assistance, be reflected in the 1991 Budget Estimates as follows:

Information Management Services
Printing
Audio Visual Services
Dr. Harry Paikin Library
Research
Systems & Methods

Director's Office
Secretary

Plant Department
Summer Student Assistance
Overtime

Program Department
Curriculum Writing and Special
Education Writing Teams
Program Consolidation
Secretarial/Specialized Assistance
Continuing Education

Finance Department
Temporary Assistance

Human Resources Department
Elementary/Secondary/Central Office
Project Work
Temporary Assistance

Mr. Orlando responded to Mr. Stewart that the savings attributed to Overtime for the Plant Department will be accomplished by not replacing first day absenteeism in the caretaking area. The end result will be reduced service to the school and some caretaking duties not being done. The \$25,000 is the forecasted savings; not replacing the second day of absenteeism in order to achieve the projected savings may be necessary.

Mr. Stewart felt schools cannot operate like that and requested the Overtime item be voted on separately. He suggested if there was a guarantee that the plan would be limited to first day absence, he could support the recommendation.

Mr. Orlando replied to Mrs. Deans he expects that a school with one caretaker would have a replacement for first day absenteeism.

Mr. Orlando, in answering a series of questions, stated that the total amount spent in overtime in the Plant Department last year was \$250,000, from which the recommended \$25,000 reduction comes.

Moved by Mr. Korz:

That this meeting continue past 23:00 hours. Carried.

The question was called and a recorded vote was requested. The motion, with the exception of Overtime, Plant Department, was put to a vote and was Carried. Those in favour: Trustees A. Stewart, Allen, Deans, Lowe, Kennedy, Korz, Penner, Desmarais, Bishop, Hill, Johnston and Cunningham; opposed: none.

The recommendation relative to Overtime, Plant Department, was put to a vote and was Carried. Those in favour: Trustees A. Stewart, Allen, R. Stewart, Deans, Kennedy, Korz, Penner, Desmarais, Hill, Johnston and Cunningham; opposed: Trustee Mulholland.

Moved by Miss Cunningham:

(i) That a Special Assignment in the role of Academic Staffing Co-ordinator be approved for a period of 18 months, and

(ii) That the position of Assistant Superintendent, Staffing, be deleted effective 1991 04 01.

Mr. Sinclair assured the members that the review to occur during the course of the 18 month assignment will show the process and amount of change and its impact. Mr. Sinclair agreed that an update could be provided in June.

Mr. Sinclair indicated that once Board approval has been received, the position will be posted immediately.

Part (i) of the motion was put to a vote and was Carried.

Part (ii) of the motion was put to a vote and was Carried.

NEW BUSINESS

Recommendations of the Director

Moved by Mr. Korz:

That the recommendations of the Director of Education be approved as presented.

Mr. Orlando replied to Mrs. Deans' question that the foreman in Clause 2 (a) would supervise eight people, excluding the two glazier positions that were recommended for deletion in the Personnel Priority Package.

The motion was put to a vote and was Carried.

Staffing Report

Mr. Sinclair responded to Mr. Stewart's question that the staff involved in the move of the trainable retarded students at Vincent Massey School to Sir Winston Churchill Secondary School have indicated their wish to change federation affiliation from elementary to secondary. This will result in re-timetabling in accordance with the collective agreement. The additional time provided to these teachers for planning and preparation will be a cost factor to the Board and will have to be factored in placing these teachers in the secondary panel.

Mr. Sinclair indicated that he would determine the cost factor of this arrangement and inform Mr. Stewart.

Moved by Mr. Korz:

That the Staffing Report - Full Time Equivalent Positions be received for information. Carried.

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

Personnel Priorities Package

Moved by Mr. Stewart:

That the Personnel Priorities Package be referred to the 1991 03 25 meeting of the Budget Review meeting. Lost.

Moved by Mr. Allen:

That the items in the Personnel Priority Package referring to the Community School Workers (2), Section A, and the Community Schools Program, Section B, be referred to the Budget Review Committee meeting, 1991 03 25. Carried.

Moved by Dr. Johnston:

That the following recommendations relative to the Personnel Priority Package be approved:

That the following positions in Section A, Permanent Positions, be discontinued in accordance with the schedule of savings and be reflected in the 1991 Budget estimates.

Program Department
Language Consultant
Writing to Read Consultant

Ms. Rappolt responded to Mrs. Deans' concern about the impact of the loss of a Language Consultant that this was not a "planned" deletion and will require working with the Coordinator to realign some programs perhaps resulting in some things being deleted, i.e. certain writing projects and some in-service. It will require considerable change in the way this service is being delivered to the system. Ms. Rappolt acknowledged that this program has grown considerably in recent years.

Mrs. Deans expressed concern about the recommendation to cut this position.

The question was called. A recorded vote was requested and that each position be voted on separately.

The recommendation relative to the French Language Consultant was put to a vote and was Carried. Those in favour: Trustees Lowe, Kennedy, Korz, Penner, Bishop, Hill, Johnston and Cunningham; those opposed: Trustees A. Stewart, Allen and Deans.

The recommendation relative to the Writing to Read Consultant was put to a vote and was Carried. Those in favour: Trustees Deans, Lowe, Kennedy, Korz, Penner, Bishop, Hill, Johnston and Cunningham; those opposed: Trustees A. Stewart and Allen.

Proposed Area Re-organization

Mr. Rielly reviewed the report from the Officials and noted the recommendation to reduce the number of Areas from five to four. Making such a recommendation was not an easy decision and modified job descriptions for the Superintendents of Schools will need to be developed, taking into consideration the number of students and schools combined into four areas and the resulting increased duties and responsibilities. He added that if this recommendation is approved by the Board, the Superintendents of Schools will begin to develop the administrative configuration of schools that would best meet the needs of the system and determine the composition of the

area resource teams. When such is determined, a report will be brought back to the members.

Moved by Dr. Johnston:

That the following recommendation regarding the proposed Area Re-organization as part of the Personnel Priority Package be approved:

(a) That the number of Areas be reduced from five to four and that the following positions be discontinued and the resulting payroll savings be reflected in the 1991 budget:

School Areas
Superintendent of Schools
Area Supervisor
Area Resource Team Members (10)
Area Secretary
Educational Assistants (5)

Dr. Johnston spoke to the recommendation and commended the Senior Staff in bringing in this report and recommendation, recognizing it was not an easy decision. He asked when will the trustees have input into the final configuration of the Area offices as he felt the trustees should be part of this process in order to contribute from the perspective of each Ward.

Mr. Stockwell reported that two days of meetings are set aside at the end of this month to determine how best to re-structure the areas and the intent is to bring back the proposal to the trustees.

The Chairman indicated that she intended to divide the motion into two parts for voting purposes.

Mr. Korz challenged the Chair's direction, preferring the motion be voted on as a whole.

Mrs. Bishop felt there were two different thoughts in the motion each requiring a separate vote.

The challenge to the chair was put to a vote and was Carried.

Mr. Korz questioned including the recommendation to cut 5 Educational Assistants as part of the composition of the Area Team.

Ms. Rappolt pointed out that the Superintendents of Schools will, through the Associate Director's office, assess the assigning of the Educational Assistants, using enrolment as a criteria.

Mr. Korz still questioned combining these positions with the re-organization of the Areas and requested they be voted on separately.

Mr. Stockwell and Mr. Rielly both assured Mr. Stewart that the reduction of 10 Resource Area Team Members will not effect the areas in which there are waiting lists.

Mr. Stewart said he would not vote for anything that would hinder meeting any of the needs of the students.

Mr. Stockwell reminded the members once a decision is made a report will come back to the trustees on the proposed restructuring of the four Areas.

Mr. Allen drew attention to the list of "difficulties that will have to be addressed" as specified in the Senior Officials' report, in particular the first one. He expressed concern about the results of this proposed reduction of Area Resource Team members. He pleaded with the members to visit the schools, including the community schools and demonstrate that decisions will be equitable and fair. He voiced his reluctance to support the recommendation until more information was given.

Moved in amendment by Mrs. Deans:

That the recommendation in the report from the officials on the Proposed Area Re-organization as Part of the Personnel Priority Package, be accepted in principle only and that the Director come back with the administrative configuration for approval by trustees before the Budget meetings.

Mrs. Lowe expressed confidence and trust in the officials to manage the system with reduced service and resources. As the report is coming back to the trustees, she felt the amendment was just delaying the process.

The Chairman ruled she would not accept the amendment.

Mrs. Deans challenged the Chair and the Chair's ruling was upheld.

Mr. Rielly replied to a question that the reduction in Areas would be effective 1991 09 01.

Mr. Mulholland noted that the Consultant's Report on Re-organization recommended four Area offices. He suggested that resources will be made available because the Board has always done so to the best of its ability.

The question was called on the motion and recorded votes were requested.

The motion, excluding the Educational Assistants, was put to a vote and was Carried. Those in favour: Trustees A. Stewart, R. Stewart, Lowe, Kennedy, Korz, Penner, Bishop, Hill, Johnston and Cunningham; opposed: none.

The recommendation relative to the Educational Assistants (5) was put to a vote and was Carried. Those in favour: Trustees A. Stewart, R. Stewart, Lowe, Penner, Hill, Johnston and Cunningham; those opposed: Trustees Korz and Bishop.

NEW BUSINESS**Recommendations of
the Director**

Moved by Mr. Korz:

That the recommendations of the Director of Education
be approved as presented. Carried.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

rm

That the Commission on the Status of Women

has been established by the General Assembly of the United Nations

in its resolution of December 18, 1946

and that the Commission

has been established

in its resolution of December 18, 1946

and that the Commission has been established in its resolution of December 18, 1946

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APRIL, 1991

minutes
PERSONNEL

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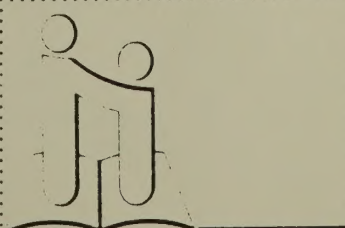
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**ORGANIZATION
COMMITTEE**

URBAN MUNICIPAL

APR 21 1991

GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1991 04 11

PAGE

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education 1
2. Staffing Report 1
3. Grant Application to Assist Reasonable Accommodation 2
4. Report on Bill 208, Occupational Health & Safety Act 3

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 4
2. Request for "Four Over Five" Plan 4
3. Presentation - Ad Hoc Committee of Parents and Friends
of the Gifted Learning Program 5

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THE UNIVERSITY OF CHICAGO

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MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1991 04 11

Present: Mrs. J. Bishop (Chairman); Trustees Hicks, Lowe, Mulholland, Paquin, R. Stewart and Cunningham.

Also

Present: Trustees Allen, Baskin, Clarke, Deans, Desmarais, Hill, Johnston, Kennedy, Patenaude Barker, Rogers and A. Stewart.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
B. Sinclair (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Finance and Treasurer)
D. Skidmore (Superintendent of Program)
B. Orlando (Superintendent of Plant)
R. Kawai (Superintendent of Information Management Services)
N. Nicholls (Superintendent of Schools - Area Two)
P. Gillie (Superintendent of Schools - Area Four)
D. Rothwell (Superintendent of Schools - Area Five)
R. Lavoie (Superintendent of Schools - French as a First Language)
S. Rogers (Assistant to the Secretary)

Mrs. Bishop called the meeting to order and expressed regrets from Trustee Korz. She then asked for confirmation of the minutes of the last regular meeting.

Moved by Miss Cunningham:

That the minutes of the 1991 03 05 meeting be approved as presented.

CARRIED

G E N E R A L

NEW BUSINESS:

Recommendations of the
Director of Education

Moved by Dr. Johnston:

That the recommendations of the Director of Education be approved as presented. CARRIED

Staffing Report

Mr. Sinclair reviewed the report and explained that the increase of one staff pertains to the hiring of a Cook at Delta Secondary School for the Food Preparation course.

Mr. Sinclair noted that estimated figures were provided for enrolment in both the Elementary and Secondary panels as the actual data from the schools was not available, due to tight timelines at the time the staffing report was submitted for presentation to this Committee. He will be confirming this information at the next meeting.

Referring to the request for data on Supply Teaching Staff, Mr. Sinclair stated that the Human Resources Department is currently determining the proper format for reporting the information, e.g. illness, personal leaves, in-service, etc. in order to meet the members' requirements.

Mr. Sinclair updated the members regarding the filling of the position of Staffing Co-ordinator which was approved

by the Board as an 18-month assignment. He said the position was posted until 1991 04 10 and three applications were received by Human Resources. He added that he hoped to bring a recommendation to the next Committee meeting.

In response to Miss Cunningham's concerns regarding the declining enrolment figures from January through March, Mr. Sinclair stated that in clarifying this information with Mr. Owen Jackson, Supervisor of Research Department, he was advised the situation is not unusual and is observed throughout the City. He added this trend is showing up in almost all Hamilton schools and there is no particular explanation for it.

Mrs. Deans said she gathered that about a third of the Board's teaching staff are not actually in classrooms but assuming other responsibilities within the system. She wondered how this impacted on the students and requested the officials to provide further information regarding this issue. Mr. Sinclair offered to bring information back to the trustees.

Moved by Canon Rogers:

That the Staffing Report - Full Time Equivalent Positions be received for information. CARRIED

Grant Application to
Assist Reasonable
Accommodation

Ms. Linda Sproule-Jones, Affirmative Action/Employment Equity Co-ordinator, reviewed the report with the members.

Ms. Sproule-Jones recalled the discussion at the February meeting of this Committee where the new legislation on Reasonable Accommodation and its implications for this Board were addressed. She explained thoroughly the process involved, particularly the need to conduct Physical Demands Analyses (PDA) which form an integral part in the employer's compliance with this legislation. Although this undertaking is budgeted, Ms. Sproule-Jones said it may not be time and cost efficient to have Board staff conduct the PDAs. It was deemed that the Students in Personnel (SIP) program is the optimum option for the Board to have these PDAs conducted; however, a Consultant may still be required particularly in complicated cases.

Mrs. Deans commented on the credibility of having a student conduct the PDAs. Ms. Sproule-Jones responded that the Human Resources Department is currently working with the unions and federations in developing the Policy on Reasonable Accommodation. Although concerns and issues surrounding the Policy are still being addressed, Ms. Sproule-Jones said she expects this Policy to be presented to this Committee in June.

Ms. Sproule-Jones, in reply to Mr. Kennedy's question, explained the relevance of the physical demands analyses,

particularly for the employee's medical certificate as this will be the basis of the employer's providing accommodation to the employee.

Moved by Ms. Stewart:

That a grant application to the Ministry of Labour SIP Program (Students in Personnel) for one student to conduct physical demands analyses over a 15-week period be approved at a cost to the Board of \$1,200.00 (Maximum).

Ms. Sproule-Jones explained that the job of the student will be focused initially on the Plant Department as this area is currently working on an absenteeism program which is tied in with Reasonable Accommodation.

The motion was put to a vote and was CARRIED.

Report on Bill 208,
Occupational Health &
Safety Act

Mrs. Bishop welcomed the members of the Joint Health and Safety Committee who were present at the meeting and thanked them for their efforts in connection with Bill 208. She then called on Mr. Bill Urie, Co-ordinator of Occupational Health & Safety; Mr. Bill Ferris, Administrative Assistant, Director's Office and Project Manager of the Asbestos Response Team; and Mr. Rein Ende, representing the Ontario Public School Teachers' Federation (O.P.S.T.F), who all spoke on Bill 208 and its ramifications throughout the system.

Mr. Urie drew the members' attention to the leaflet which explains Bill 208 and how it affects both employers and employees in Ontario. He then discussed Board initiatives geared to compliance with this legislation. He also referred to the Joint Health and Safety committees of the Ministry of Labour as well as similar committees established within the Board whose main function is to address all issues pertaining to health and safety at the workplace. Mr. Urie noted that the Worker's Compensation Board functions as a resource group.

Mr. Ferris provided background information on the Occupational Health & Safety Act and Bill 208 which amended this Act to effect key changes.

Mr. Ende spoke about the emergence of the School Joint Health and Safety Committee in 1990. He expressed his pleasure with the developments within the school system, particularly in fostering awareness among the staff and the co-operative mood prevailing in accomplishing all the legal obligations with respect to this Bill.

In conclusion, Mr. Ferris emphasized that the Board's Joint Health and Safety Committees will continue to address the legal requirements of Bill 208, promote increased awareness throughout the system and provide in-service to develop qualified workers who will implement and maintain health and safety measures at the work place for

this Board. Mr. Ferris acknowledged the time and effort contributed by the staff involved in this undertaking. He added that a draft of the Board's Health & Safety Policies and Procedures is being prepared for submission to Senior Management prior to presentation to the Board.

Moved by Mrs. Deans:

That the report regarding Directions in Occupational Health and Safety (Bill 208) be received for information.

Mr. Ende clarified for Mrs. Deans that the issue of Asbestos is being addressed effectively and that regular reports are received and circulated throughout the school system.

The motion was put to a vote and was CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

Dr. Cooke clarified for Mr. Kennedy that the .5 increase in the probationary teaching staff represents growth in a specific area (higher enrolment in Senior Kindergarten) of a school. He explained the process in determining the enrolment figures and remarked that these numbers are not broken down by school.

Miss Cunningham noted the downward trend in enrolment figures as reflected in the Staffing Report and expressed concerns as to the rationale for additional appointments to the teaching staff at this time. She urged the officials to look closely into this seemingly "imbalance" pupil-teacher ratio and the corresponding costs it entails.

The Chairman stated that the officials would provide additional information to the trustees.

Moved by Canon Rogers:

That the recommendations of the Director of Education be approved as presented. CARRIED

Request for "Four Over Five" Plan

Moved by Mrs. Deans:

That the following request re "Four Over Five" Plan be approved:

That approval be granted for the request of Gerri Yachetti for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary School Collective Agreement for the first semester of the 1993-94 school year, effective 1993 09 01 to 1994 01 31. CARRIED

Presentation -
Ad Hoc Committee of
Parents and Friends
of the Gifted
Learning Program

Mrs. Bishop referred the members to the Brief from the Ad Hoc Committee of Parents and Friends of the Gifted Learning Program which reflected their gratitude for the Board's recent decision pertaining to the Gifted Learning Resource Teacher positions. They have withdrawn their request to make a presentation.

Moved by Mrs. Deans:

That the Brief submitted by the Ad Hoc Committee of Parents and Friends of the Gifted Learning Program regarding Gifted Learning Resource Teachers be received for information. CARRIED

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

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MINUTES OF THE

MAY, 1991

PERSONNEL

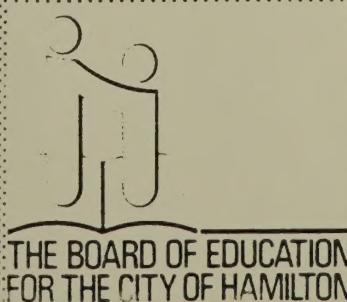
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INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1991 05 09

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Report of the Affirmative Action/Employment Equity Committee . 1

NEW BUSINESS:

1. Recommendations of the Director of Education 7
2. Staffing Report 7

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 8

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MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1991 05 09

Present: Mrs. J. Bishop (Chairman); Trustees Lowe, R. Stewart and Cunningham.

Not

Present: Trustees Hicks, Mulholland and Paquin.

Also

Present: Trustees Allen, Baskin, Clarke, Deans, Desmarais, Hill, Johnston, Kennedy, Patenaude Barker, Penner and Rogers.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
B. Sinclair (Superintendent of Human Resources)
D. Skidmore (Superintendent of Program)
R. Kawai (Superintendent of Information Management Services)
M. Quinn (Superintendent of Schools - Area One)
G. Rappolt (Asst. Superintendent of Program [Curriculum])
S. Rogers (Assistant to the Secretary)

Mrs. Bishop called the meeting to order and expressed regrets from Trustees Korz, Mulholland, Paquin and A. Stewart. She then asked for confirmation of the minutes of the last regular meeting.

Moved by Canon Rogers:

That the minutes of the 1991 04 11 meeting be approved as presented.
CARRIED

G E N E R A L

BUSINESS ARISING OUT OF THE MINUTES:

Report of the
Affirmative Action/
Employment Equity
Committee

Prior to the presentation of the Report of the Affirmative Action/Employment Equity Committee, Mr. Sinclair provided information on the changing role of the Human Resources Department (HRD). In addition, he said two important staff recommendations would be presented for the members' consideration. These include the appointment of Ms. Barbara Howard to an 18-month special assignment as Staffing Co-ordinator and the confirmation of Ms. Susan Mawson in the position of Employment Counsellor. They will be part of a unified team established within the Human Resources Department to co-ordinate recruitment, employment services and policy development.

The role of Ms. Howard as Staffing Co-ordinator was explained by Mr. Sinclair. He stressed that together with the School Superintendents, Principals and Co-ordinators, Ms. Howard will conduct a comprehensive review of the Board's hiring and staffing procedures for teaching personnel.

Mr. Sinclair remarked that HRD aims to develop proactive recruitment strategies to meet the demands of a competitive labour market as well as provide for more decentralized staff decision-making at the Principal and Line Management levels. He added that in-service training will be provided

to these school administrators to ensure effective hiring practices and procedures throughout the system.

In response to Mr. Stewart's concerns, Mr. Sinclair clarified that promoting a sense of partnership rather than the perception of control is intended with the transfer of decision-making on hiring to the Principals. He said the officials deemed it appropriate for the majority of the staffing decisions to be passed on to line managers who are closer to the area involved. He emphasized that this direction is in line with the plan of increasing the role, authority and involvement of senior school leaders in this type of decision-making matters. He also noted that Principals are, and have been, involved in the hiring process.

Mr. Sinclair clarified for Mr. Stewart that the 18-month appointment term for the Staffing Co-ordinator is within the framework of the assignment as approved by the Board. He agreed to bring status reports to this Committee throughout the duration of this appointment.

With the recent developments mentioned, Mr. Stewart wondered if it would still be necessary to maintain a Human Resources Department.

Mr. Sinclair clarified the emerging role of the department with respect to the current reorganization. He noted that the hiring process is anticipated to undergo many changes and that Central Office will remain responsible in overseeing all these developments within the system.

Mr. Stewart noted that some of Mr. Sinclair's "opening remarks" closely resembled site-based management, an issue which caused some concerns among the members at the April Development Committee meeting. He felt perhaps this is premature.

Mr. Rielly reminded the members that three years ago the officials were given the direction with respect to the decentralization concept in the proposed reorganization. He said the initial plans focused on transferring decision-making to the area level where the action is actually taking place. At this time, Mr. Rielly noted that the officials are following through with the direction of allowing greater decision-making at the school level.

Mrs. Baskin cautioned that trustees should not be involved with hiring decisions below the level of Superintendents as that is a management function.

Mr. Sinclair, in response to Mrs. Baskin's question on the appointment of the Staffing Co-ordinator, recalled the direction given to the officials in filling the position. He noted that Dr. Frank Cooke, History Co-ordinator, assumed the position temporarily and acknowledged the excellent performance of Dr. Cooke as an interim replacement for this position.

Referring to some negative feedback she has been hearing from within the system relating to the proposed decentralization, e.g. proposed elimination of some Middle Management positions, Miss Cunningham requested clarification on this issue.

Mr. Sinclair said he was not aware of any discussions with Senior Management regarding this concern. He assured the members that no planning nor discussion has taken place with the purpose of changing or reducing employment opportunities of the staff.

Mr. Rielly, in further clarifying the issue, recalled the motion passed recently at the Board for the reduction of the five school areas into four -- this being the optimum configuration for the system at this time. He said this reduction was partly a budget consideration and partly as a result of the plan to move further along towards decentralization. He noted that the results of decentralization would create an impact on Middle and Senior Management. He felt that it was unfortunate some managers in the system seemed to over react with the changes taking place. He stressed that staff reduction, particularly in Middle Management, was not considered in any discussion with the members in moving from five areas to four.

Miss Cunningham expressed her hope that the trustees would be actively involved in addressing and deciding the issue of site-based management, particularly what the repercussions will be throughout the system.

Mrs. Lowe referred to a statement contained in the Report on Site-Based Management which states that "we must strip away Middle Management". She expressed her concern and said that trustees must be made aware of the kinds of things that are happening.

In response to Mrs. Lowe's concern, Mr. Rielly pointed out that the report on Site-Based Management by Mr. Binns was for information only and represented a "global view" of the concept of this form of decentralization. He stressed that more information and discussion will have to take place between trustees and officials on this subject.

Mr. Kennedy acknowledged the sentiments expressed by Mr. Rielly. He felt that with the reorganization, the officials were carrying out the direction given by the trustees, i.e. streamlining the organization given the financial restraints within the system.

To alleviate the members' concerns, Mrs. Bishop advised that Mr. Sinclair had only intended to provide background information about two of the positions coming before the trustees this evening and to indicate the role of Affirmative Action/Employment Equity within HRD. She then called on Ms. Linda Sproule-Jones, Affirmative

Action/Employment Equity Co-ordinator, to review the report.

Ms. Sproule-Jones recalled the decision reached at the July, 1990 Board meeting that the Affirmative Action/Employment Equity Program, as an integral part of the Human Resource Department, be reviewed during the year.

The activities relating to the program that took place during the past year were detailed by Ms. Sproule-Jones. She highlighted the (a) adoption of the Affirmative Action/Employment Equity Policy along with the strategies for achieving the goals of the program and (b) the integration of the Affirmative Action/Employment Equity program into the Human Resources Department. Ms. Sproule-Jones also expounded on the future directions the Affirmative Action/Employment Equity Committee plans to undertake. She focused on area involvement with the program, the proposed Advisory Committee which would look after the integration of the program throughout the system and the achievement of the targets for the visible minorities in terms of hiring, race relations and employment equity issues.

In conclusion, Ms. Sproule-Jones discussed the method of reporting and evaluating the Affirmative Action/Employment Equity Program results to the Ministry of Education. She noted the Ministry audit in 1993 on the Affirmative Action program throughout the province. She then provided the members with some indicators of success of the program once fully integrated into the system.

Moved by Mrs. Deans:

That the following Report of the Affirmative Action/Employment Equity Committee be approved:

(a) That the Affirmative Action/Employment Equity Annual Status Report, including the following recommendation, be approved:

That the Board's Affirmative Action/Employment Equity Program continue to be developed as an integral part of the Human Resources Department in accordance with the General strategies and directions contained in the Annual Status Report.

Mr. Stewart did not support the motion, commenting that there seemed to be no end to the programs initially approved to exist on a "temporary" basis within the system.

Mr. Sinclair acknowledged that some parts of the Affirmative Action/Employment Equity Program are clearly temporary and will just serve a given term for a specific purpose, e.g. those items dealing with special measures. However, he clarified that the Committee is still expected

at this time to work through the smooth integration of the program in to the system and subsequently achieve its mandate by the year 1993. Beyond this, further activities and updates relative to the program may be provided through the proposed Advisory Committee and the Superintendent of the Human Resources Department.

Mrs. Clarke supported the recommendation. She appreciated the opportunity of being involved with the program and cited some of the key undertakings initiated by the Committee, e.g. Policy Against Harassment, Community Outreach Program, etc. As a major employer, Mrs. Clarke affirmed the necessity of the Board having the program integrated gradually within the system. She expressed interest in seeing the Ministry of Education audit pertaining to Affirmative Action/Employment Equity program throughout the province.

Considering that all graduates receive the same training and qualifications from Teachers' Colleges, Mr. Allen said this may pose some difficulties in the hiring process.

Ms. Sproule-Jones advised that the Board's hiring procedures and selection criteria are aimed at addressing these concerns.

Mr. Allen noted that Site-Based Management is also mentioned throughout this report and referred to the concerns expressed earlier.

Mr. Sinclair clarified for Mr. Kennedy that as set out in the teacher's contract, promotion will be based on qualifications; however, in case of candidates having equal qualifications, seniority or length of service may be the deciding factor. He explained further that in the operational area of the system, seniority is the basis as long as the minimum qualifications to perform the job are met.

In reply to Mr. Kennedy's request, the grievance process of the Board was explained by Mr. Sinclair.

Miss Cunningham acknowledged the developments which have transpired for the last seven and a half years with the Affirmative Action/Employment Equity Program and commended Ms. Sproule-Jones for her efforts in spearheading these undertakings.

Ms. Sproule-Jones, in response to Miss Cunningham's question, discussed the efforts by the Committee in the area of in-service relative to the hiring process, particularly for the Principals and Supervisors.

Miss Cunningham stated it is important to understand that Affirmative Action does not just belong to HRD but must be system-wide and ingrained. She expressed her concern that not only is Site-Based Management included in this

document, but Affirmative Action initiatives are also incorporated in the Site-Based Management document.

In addressing Miss Cunningham's concerns regarding the inclusion of the Affirmative Action/Employment Equity initiatives in the Site-Based Management document, Miss Sproule-Jones said it should be perceived that accountability still lies with Senior Management.

Mrs. Baskin and Canon Rogers also endorsed the recommendation.

Mr. Desmarais did not support the motion and expressed his apprehension with the word "targets".

Ms. Sproule-Jones clarified the distinction between target and quota. She explained that in setting targets, these would refer to what is expected realistically given the numbers and if the program is on track towards its goals, then it will achieve those targets. She stressed that the Affirmative Action/Employment Equity Committee is expected to look closely at identifying the barriers towards achieving those targets.

When Mr. Desmarais cited a situation where a male applicant would be favoured over a female with comparable qualifications, Mr. Rielly clarified that although the Affirmative Action/Employment Equity program provides for special measures to women as belonging to disadvantaged groups, it would not be the intention to hire on the basis of gender only. He noted there are other factors to consider than paper or gender qualifications.

Mr. Stockwell acknowledged Mr. Desmarais' views. He noted that in the absence of clearly defined criteria, the hiring team may be obliged to follow the paper qualifications. However, if you want something other than paper qualifications, you must clearly establish and make known your criteria and interview on that basis.

Referring to the concerns raised relative to the relevance of Teachers' Colleges in producing enough role models for the classrooms, Ms. Patenaude Barker noted the inconsistencies prevailing in faculties of education throughout the province. She mentioned a commission established to evaluate these faculties of education as to admission requirements, where graduates go, etc. and wondered if this commission would take into account the Affirmative Action Program in light of this being mandated by the Ministry of Education.

Mr. Rielly responded that at this time the concerns raised pertaining to the faculties of education and training of teachers are quite complex and are still under study. He said that many associations and school boards are petitioning the commission to establish admission to Teachers' Colleges criteria which will facilitate the legislation coming from the government.

Mrs. Lowe voiced her concern with respect to the integration of the program into the Human Resources Department in light of its implication with the move towards decentralization.

Mr. Rielly assured the members that there would still be some supervision required, i.e. guidelines. It was deemed appropriate to transfer the responsibility associated with hiring to the Principals as in fact they have been working for many years on hiring with the Superintendents of Schools. Supervision, however, still must be administered and the Board has the ultimate responsibility for hiring.

The motion was put to a vote and was CARRIED.

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mrs. Baskin:

That the recommendations of the Director of Education be approved as presented.

Dr. Cooke clarified for Miss Cunningham that the two teachers being appointed to the position of Curriculum Consultant - Computers in Education are replacements for two teaching staff who had completed the term and would be returning to the classroom.

The motion was put to a vote and was CARRIED.

Staffing Report

Mr. Sinclair, in response to Mrs. Hill's concern, referred to the rationale given at the last Personnel & Organization Committee meeting pertaining to the information on supply teaching staff. Due to the nature of the data, he said his staff is still considering the best format for reporting the information to meet the members' requirements.

Mr. Kawai advised that the March data would be available the end of this month and agreed to present this at the June meeting.

Mr. Kennedy empathized with the staff and referred to the difficulty they will encounter in developing the requested information, given the nature of the statistics involved.

Mr. Sinclair affirmed Mr. Kennedy's views and noted that there would be no easy measure to indicate whether the system is on or off track with respect to the supply teaching staff.

Mr. Kennedy suggested that the number of teacher hours used per month may be the proper yardstick to consider in reporting this information.

Mr. Stewart could not see any major reporting problem with this information given the sophisticated computer system in this organization.

It was agreed:

That the Staffing Report - Full Time Equivalent Positions be received for information.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of
the Director of
Education

In reply to Mr. Stewart's query on the recommendation relating to the position of Area Supervisor [clause 3 (ii)], Mr. Stockwell explained why these appointments were being presented all at the same time rather than the usual staggered appointments. He noted that it is not mandated to extend the appointment beyond three years, however, it is likely that before the expiration of the term there is the possibility an appointee may move to another position. Mr. Stockwell noted that this appointment is geared towards the opportunity to provide service for the area and professional growth for the person assuming the position.

Mr. Stockwell advised Mr. Allen that one among the four teachers being recommended for the position of Area Supervisor has supervisory officers' papers. In reply to Mr. Allen's further questions, Mr. Stockwell said that twelve candidates were interviewed for these appointments. As part of the staffing process, the successful candidates would be allocated to specific areas of the system.

Referring to the recommendation regarding the position of Area One Primary/Junior Learning Resource Teacher, Gifted/Enrichment, Mr. Stewart felt this move was not in line with his motion on the Gifted Education Program made during the recent Budget deliberations. He felt no action would be taken until after the Action Team had presented its report.

Mrs. Baskin recalled the discussion at the Budget meeting and said that motion did not come to the floor for a vote due to Mr. Mulholland's motion to approve the budget.

Mr. Stockwell reminded the members that it was the intent at the Budget meeting to withhold any decision on the Gifted Education Program until after the findings and recommendations of the Gifted Education Program Action Team (Program Department Review) are presented for the trustees' consideration. Referring to the recommendation at hand for the members' approval, Mr. Stockwell advised that the position is a replacement for one of the four Gifted Learning Resource Teachers who has relinquished the position. Mr. Stockwell assured the members that the replacement staff would be affected, along with the three other Gifted Learning Resource Teachers, with the decision arising from the review of the Action Team. Until that decision is made, Mr. Stockwell stated that the officials are obliged to fill the position.

Mr. Rielly confirmed the views expressed by Mr. Stockwell and stressed that Senior Management felt they have no authority to leave this position unfilled.

Miss Cunningham recalled that it was the understanding at the Budget Review meeting that due to a presentation to be made to the Personnel and Organization Committee from the community to reinstate the Gifted Learning Resource Teaching positions, the members agreed to withhold a decision, i.e. not recommend any action until after the Gifted Education Action Team complete its report and comes back to the Board with its findings and recommendations.

Mrs. Clarke voiced her opposition to deferring a decision to the recommendation rationalizing that the Board is delivering the Gifted Education program in a system-wide manner; thus, it would be proper to maintain delivery of service until the report comes in.

Mrs. Hill agreed with the views expressed by Mr. Stewart and Miss Cunningham. Referring to the posting details and the effective dates of the position, she saw no reason why approval of the recommendation could not be deferred until a later time.

Mr. Quinn responded that with the teacher who relinquished the position now returning to the classroom, there would be no Gifted Learning Resource Teacher in that area come September. The officials opted to bring this recommendation tonight since no posting can occur during the Summer months. He added that the posting details indicated clearly the Board's stand with respect to the Gifted Education Learning Resource Teaching positions in light of the on-going review of the Gifted Education Program.

Mrs. Baskin expressed her disappointment with the recommendation to cut the Gifted Program Learning Resource Teaching positions, noting the key role of these teachers in the program. She thought it was felt easier to cut these positions as the teachers do not report to anyone. Mrs. Baskin cited the high regard of the community for the program given the on-going activities initiated to address the issues surrounding the Gifted Education program.

In response to Mrs. Baskin's views, Mr. Rielly clarified that the officials did not simply "pick" the specific positions recommended to be cut at the recent Budget Review. He emphasized the difficult decision-making process undertaken by the officials in order to comply with the six percent education tax mandated by the trustees. The members were assured by Mr. Rielly that all segments of the system were considered closely prior to making the recommended budget cuts at the Board.

Mrs. Lowe expressed her reservation in approving the recommendation without the members' consideration of the report from the Action Team. Although Mrs. Clarke earlier stated that delivery of the Gifted Education Program should follow a system-wide pattern, Mrs. Lowe felt the effective date (1991 09 01) of this appointment could still accommodate deferring the decision.

Moved by Mrs. Lowe:

That a decision on the following recommendation of the Director of Education be deferred until the report of the Gifted Education Action Team is presented:

3. PROMOTIONS

(a) (i) That Jennifer Wilson be appointed to the position of Area One Primary/Junior Learning Resource Teacher, Gifted/Enrichment from 1991 09 01 to 1994 06 30, with salary according to the salary schedule.

Mr. Kennedy expressed his opposition to the motion as he recalled the trustees did not give the officials the direction to eliminate these positions. The intent with the recommendation on the table was to fill in the position with a replacement, with the program continuing, until the report from the Action Team is available for consideration.

Canon Rogers considered the motion to be out of order as he understood the direction given by the trustees at the budget deliberation was for these positions to remain; otherwise, the community representatives supporting the program would have followed through with their presentation. He then challenged the Chair for accepting the motion.

The challenge was put to a vote and was LOST.

Mrs. Baskin opposed the motion to defer a decision on the recommendation, stating the current staff complement should be five Gifted Learning Resource Teachers for this program and the need for Area 1 to have a replacement in place at this time.

Dr. Johnston acknowledged the stand of the senior officials; however, he could not support the recommendation as he understood from the discussion during the Budget Review that nothing would be done with the Gifted Education Program until the report of the Action Team is presented at the Board. He expressed optimism that whatever decision is made relative to this program, the person now being considered would not be "lost" through the process.

Mr. Allen supported the motion given the need for further clarification in order to allow the officials to come back with the information which would facilitate the members' decision.

The motion was put to a vote and was CARRIED.

Moved by Mrs. Clarke:

That the recommendations of the Director of Education, excluding clause 3 (a) (i), be approved as presented.

Mr. Stockwell clarified for Mrs. Lowe that the four teachers recommended for appointment to the position of Area Supervisors would be placed according to the staffing process. He also advised that three of the teachers previously assuming these positions would be going back to the classrooms and one going on a Leave of Absence.

The motion was put to a vote and was CARRIED.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

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TES OF THE SPECIAL MEETING OF THE
NNEL AND ORGANIZATION COMMITTEE
1991 05 30

1991

(Chairman); Trustees Hicks, Lowe, Mulholland, R. Stewart and
Cunningham.

Not Present: Trustee Paquin.

Also

Present: Trustees Allen, Baskin, Clarke, Deans, Hill, Johnston, Kennedy, McWhinnie,
Penner, Rogers and A. Stewart.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
B. Sinclair (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Finance and Treasurer)
D. Skidmore (Superintendent of Program)
R. Kawai (Superintendent of Information Management Services)
M. Quinn (Superintendent of Schools - Area 1)
N. Nicholls (Superintendent of Schools - Area 2)
R. Binns (Superintendent of Schools - Area 3)
P. Gillie (Superintendent of Schools - Area 4)
D. Rothwell (Superintendent of Schools - Area 5)
R. Lavoie (Superintendent of Schools - French as a First Language)
G. Rappolt (Assistant Superintendent of Program [Curriculum])

URBAN MUNICIPAL

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GOVERNMENT DOCUMENTS

Mrs. Bishop called the meeting to order to consider the recommendation of the Director.

GENERAL

Recommendation of the Director of Education

Mr. Skidmore advised that, after considerable deliberations with the officials, it was deemed that recommending a Special Assignment position for one year (and possibly a two-year term) would be the optimum course of action to take in addressing the situation around the pending two-year secondment of Ms. Rappolt, Assistant Superintendent of Program (Curriculum), to the Ministry of Education. He noted this direction should not be perceived as diminishing the role Ms. Rappolt has played in this position nor suggesting that, on a long-term basis, the Board can function without an Assistant Superintendent of Program. Recalling the elimination of the position of Assistant Superintendent of Program - Special Services at the recent Budget Review meetings, Mr. Skidmore conceded the impact of this decision on the workload in the area of Special Education.

Referring to the co-ordinating function performed by Ms. Rappolt, Mr. Skidmore remarked that the candidate for this Special Assignment position should possess strong leadership skills to effectively carry out the key functions of the job.

Moved by Dr. Johnston:

That the following recommendation of the Director of Education be approved as presented:

(a) That, in lieu of a posting for the Assistant Superintendent of Program, a Special Assignment - Program Department be created, effective 1991 09 01, for a one-year period renewable to a maximum of two years.

Dr. Johnston recognized the splendid performance displayed by Ms. Rappolt in her capacity as Assistant Superintendent of Program (Curriculum) and the loss to the Board resulting from her secondment to the Ministry of Education. However, he expressed his anticipation

of the expertise and experience she will gain and bring to this Board upon her return. He also commended Mr. Skidmore's able leadership and empathized with the greater responsibility Ms. Rappolt's absence will place on him.

The recommendation was endorsed by Dr. Johnston as he considered the cost to the Board would be substantially less.

Mr. Mulholland raised several questions pertaining to the recommendation and, in feeling that a one-year assignment would suffice, suggested an amendment to that effect would be in order.

Dr. Johnston explained the rationale of the recommendation that the successful candidate will be appointed to this position initially for one year. If Ms. Rappolt decides to avail the second year of her secondment with the Ministry, then this position could continue.

Moved in amendment by Mr. Mulholland:

That the words "renewable to a maximum of two years" be deleted from Clause 1(a).

In light of concerns regarding flexibility, Mr. Mulholland considered the amendment as providing enough flexibility for whatever is needed during Ms. Rappolt's secondment.

Mrs. Baskin, observing the elimination of two superintendent positions in one year, and in particular the Superintendent responsible for Special Education, questioned the organizational structure of the Board.

Mr. Skidmore acknowledged the trustees' concerns and readily admitted that he cannot fulfil the duties of three people. Recalling that in November he had expressed concerns regarding the position of Assistant Superintendent - Special Services, he emphasized the strategic planning process looking at the needs of the Department and felt he was not in a position to be presumptuous about making a recommendation without knowing what the eventual role of the Assistant Superintendent will be. He underscored that certain roles within the Department are clearly defined including responsibilities for special education. In addition, he estimated that 35-40% of his time is devoted to Special Education and the Services area.

Mr. Skidmore responded to questions that, by the end of the one-year term, either a second Assistant Superintendent may be determined to be the preferred direction or this Special Assignment could remain in effect for another year. This recommendation is deemed to give the maximum amount of flexibility while attracting the best candidates.

Mr. Sinclair clarified for Mr. Stewart that the term for a Special Assignment position is reflected in the Collective Agreements of the teacher Federations and is normally for one year, renewable for a further term.

Relative to the recommendation put forward by the officials, Ms. Stewart saw advantages for the potential applicants in knowing the possible time frame in relation to their career plans, while leaving the option for renewal open to the Program Department.

Mr. Skidmore, in reply to the members' queries, stated that an update on the strategic planning process (Program Review) will be provided in late Fall, along with a series of reports from the various Action Teams.

Mr. Mulholland concluded that the amendment provides flexibility for the officials while not restricting a potential candidate's career.

Miss Cunningham offered her support for the amendment.

The amendment was put to a vote and was LOST.

Mr. Skidmore explained the selection criteria for this position, emphasizing the required qualifications and skills, i.e. effective problem solving ability, understanding and awareness of leadership and team building as well as the ability to deal with and adapt to change.

In response to Miss Cunningham's inquiry, Mr. Sinclair explained that the salary scale for this position will be within the terms of the applicable federation affiliation of the successful candidate, along with a responsibility allowance of \$1,100. He noted the successful candidate will be bringing his/her own salary rate to this position.

Mr. Skidmore clarified for Mrs. Baskin that this is different from the regular Special Assignment teaching positions.

Mr. Mulholland, noting that the Board would normally conduct interviews for an Assistant Superintendent, questioned whether this Special Assignment position would in fact be an "Acting Assistant Superintendent".

Mr. Skidmore responded that the person appointed to this Special Assignment would not be responsible for any policy decisions, would not function at the Supervisory Officer level nor be a part of Senior Management's deliberations.

Mr. Mulholland observed that Mr. Skidmore was assuming all these responsibilities as Superintendent of Program.

Mr. Skidmore emphasized that the areas of responsibilities were shared with his colleagues, i.e. the Superintendent of Schools, as an on-going process.

In response to Mr. Kennedy's question, Mr. Skidmore stated that, along with the academic qualification of a teaching certificate, the person should be in a position to qualify for obtaining Supervisory Officer papers.

The motion was put to a vote and was CARRIED.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

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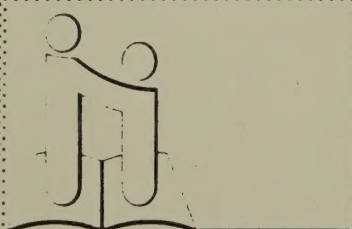
JUNE, 1991

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNIC. PAL

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GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1991 06 13

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Update Re Educational Assistant (S.A.L.E.P.) 1

NEW BUSINESS:

1. Recommendations of the Director of Education 2
2. (a) Staffing Report 5
(b) Report on Supply Teachers 6
3. Report Re Administrative Assistant to the Office of the Director
of Education 7
4. Report of the Affirmative Action/Employment Equity Committee 8

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

1. Report Re Gifted Learning Resource Teachers 12

NEW BUSINESS:

1. Recommendations of the Director of Education 14
2. Requests for "Four Over Five" Plan 16

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MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1991 06 13

Present: Mrs. J. Bishop (Chairman); Trustees Hicks, Mulholland, Paquin, R. Stewart and Cunningham.

Not

Present: Trustee Lowe.

Also

Present: Trustees Allen, Clarke, Hill, Johnston, Kennedy and Rogers.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
P. Shewfelt (Superintendent of Finance and Treasurer)
B. Sinclair (Superintendent of Human Resources)
D. Skidmore (Superintendent of Program)
R. Kawai (Superintendent of Information Management Services)
M. Quinn (Superintendent of Schools - Area One)
N. Nicholls (Superintendent of Schools - Area Two)
R. Binns (Superintendent of Schools - Area Three)
P. Gillie (Superintendent of Schools - Area Four)
R. Lavoie (Superintendent of Schools - French as a First Language)
G. Rappolt (Assistant Superintendent of Program [Curriculum])
G. Rutledge (Controller)
S. Rogers (Assistant to the Secretary)

Mrs. Bishop called the meeting to order and asked for confirmation of the minutes of the regular meeting of 1991 05 09 and special meeting of 1991 05 30.

Moved by Dr. Johnston:

That the minutes of the regular meeting of 1991 05 09 and special meeting of 1991 05 30 be approved as presented. CARRIED

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Update Re Educational
Assistant (S.A.L.E.P.)

In reviewing the report, Mr. Skidmore recalled the initial course of action taken pertaining to the concept of the position of Educational Assistant - Supervised Alternative Learning for Excused Pupils (S.A.L.E.P.) and the subsequent direction given by the Board in October, 1990 of extending this special assignment position until June, 1991 with further updates coming as part of the Program Department Strategic Planning process. He said the recommendation before the members this evening to extend the position until December, 1991 is being proposed in the context of an on-going analysis of the S.A.L.E.P. process and the review being completed by the Student Support Services Action Team as part of the Program Department Review.

Mr. Skidmore explained that this position is in the 1991 budget and that the person in place performs two key functions, i.e. (a) serves as a link for young students highly at risk moving into the work force and allowing them the opportunity to "drop back in" the school system and (b) assists the Board in

meeting the requirements attached to S.A.L.E.P. relative to legislation from the Ministry of Education.

Moved by Canon Rogers:

That the special assignment position of Educational Assistant, Supervised Alternative Learning for Excused Pupils (S.A.L.E.P.) be extended to December, 1991, in light of the on-going review by the Student Support Services Action Team (Program Department Strategic Planning Directions Paper). CARRIED

NEW BUSINESS:

Recommendations of the Director of Education

At the request of the Chairman, Mr. Shewfelt explained the rationale for filling the position of Manager, Financial Services at this time, underscoring that this position has remained vacant since 1989. He added that the demands and needs for financial information and services have changed over the last few years necessitating this addition to staff complement within the department. The role and specific responsibilities of the position were also detailed by Mr. Shewfelt.

Mr. Mulholland declared a possible conflict of interest and stated he would not debate nor vote on the recommendations.

In expressing his concerns with the recommendations relating to staff appointments, Mr. Hicks recalled the recent discussion at the meeting of the Committee to Study the Budget Review Process and asked if the Director felt that there should be some rethinking done relating to staffing in light of the budget concerns.

Mr. Rielly stated that these recommendations were reviewed through Senior Management and with the Chairman of this Committee and it was agreed they be presented at this time. He acknowledged the concerns of Trustee Hicks and recognized that at the meeting of the Operations Management Committee next week, it is anticipated there will be lengthy deliberations on how to achieve the six percent budget target given the officials. He noted the difficulty this direction would present to trustees and Senior Management to work out through the Committee to Study the Budget Review Process.

Upon Mr. Hicks' request, rationale was provided on all the probationary staff appointments listed in the Recommendations of the Director [GENERAL].

Although he acknowledged the importance of the position of Manager, Financial Services in light of the activities within the Finance Department, Mr. Hicks felt it would be inappropriate to fill this position at this time when the Board is in a serious situation with its budget. He thought it would be proper to refer this recommendation to the ad hoc committee and suggested that an alternative could be to place a freeze on staffing appointments to be in effect until the budget process has been completed.

Moved by Mr. Hicks:

That the following recommendation of the Director of Education be referred to the Committee to Study the Budget Review Process for further consideration:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Irene Polidori (Manager, Financial Services, Probationary Administrative Staff - Grade 15, maximum salary \$65,354.00 per annum), effective 1991 07 15, with salary according to the salary schedule. (Replacement)

Mr. Shewfelt recalled that the position was last assumed by Mr. E. Hodgins, who transferred to another board. He reminded the members that approval was given to fill the position at that time. With that situation, he related that a candidate was chosen but unfortunately this person withdrew from the position prior to appointment. At this same time, the Board approved a "freeze" on filling vacant positions.

Mr. Shewfelt said the position was re-advertised and having selected the appropriate candidate, the officials are bringing the recommendation for the trustees' approval. He emphasized that the officials were in agreement in considering the position as critical in light of the needs for financial data from within and outside the system. He noted that the length of time that the position has been vacant did not diminish its importance but rather has escalated the need for it. Since the time the position became vacant, Mr. Shewfelt advised that all key managers in his department agreed to pick up extra duties and there was a great deal of effort in meeting the needs of this Board since then. He underscored the absolute necessity to approve this recommendation at this time given the demands forthcoming during the Fall.

Mrs. Hill acknowledged the views expressed by Mr. Hicks, however, considering that the Finance Department will now perform business in varied ways, e.g. requests for different reports, computer services, etc. she commented she could support replacing a long-standing vacant key position rather than those positions being filled by casual staff and now being brought for consideration as permanent staff positions.

In expressing her opposition to the referral motion, Mrs. Clarke said she did not see any problem with the setting of a six percent budget target at this time; however, she is having problems with the process. There are times when an important item truly needed by the Board comes forward and the trustees do not want to consider it. She was concerned the work of the Board will suffer.

Mr. Stewart also did not support the motion. He reminded the members that the Personnel and Organization Committee is the Committee where matters relating to staffing should be

considered. He felt it may not be beneficial to forego the expertise provided by positions dealing with finances.

In reply to a question by Dr. Johnston, Mr. Hicks advised that the Committee to Study the Budget Review Process is expected to commence its deliberation during a scheduled meeting for 1991 08 26 with follow-up meetings in September through October. An update outlining the discussions and actions taken will be provided for the members.

In response to Dr. Johnston's query, Mr. Shewfelt clarified that the person to be appointed is an external candidate; he then detailed her qualifications.

Dr. Johnston stated that, although he appreciated the views expressed by Mr. Hicks, he could not support the referral motion at this time when the candidate is about to accept the position being offered and a delay could cause us to begin the procedure all over again.

Expressing his utmost respect for the Finance Department of this Board, Mr. Hicks emphasized that in making the referral motion, he was concerned with the process and not the position or person involved with the recommendation. He recalled the previous agreement with the officials of dealing with staffing all at once. He noted this system was applied to the Accommodation Report recently and he was hopeful to duplicate this with staffing deliberations rather than handling them "piece meal".

Mr. Kennedy favoured the approval of the recommendation in light of it being a special case, i.e. an important position unfilled for two years.

The motion was put to a vote and was LOST.

Moved by Mr. Stewart:

That the recommendations of the Director of Education be approved as presented.

To clarify the misinterpretation expressed earlier concerning positions currently filled by casual employees, Mr. Sinclair explained that these are approved regular permanent positions which are within staff complement and the budget. Due to the need for these positions, it is now being recommended to make these appointments on a permanent basis. He added that another rationale would be the expression by the Board of fairness to the casual employee who does not receive any benefits when on casual appointment.

Miss Cunningham reminded the members that when the Board is looking at its budget, the key items for consideration are Lines 1 and 2. She urged the members and officials to pay close attention to Mr. Hicks' earlier statements. Given the recommendations before the trustees now, as a result of the "freeze" being lifted, she felt this Board is in a similar situation as in the past. She commented further that casual

employees not receiving any company benefits is an already accepted fact in other places of employment struggling with budgets.

Mr. Rielly remarked that the staffing process being followed within this Board remains unchanged from the past two years. He referred to the submission of the Personnel Package at the end of each year and stressed this document is always presented for the trustees' consideration and approval. He clarified that the position of Manager, Financial Services was not filled, in spite of the need, because of the hiring freeze. The other staffing recommendations for consideration refer to the "normal" way the Board deals with these appointments. He added that these recommendations are presented to the members at this time in light of no meetings in July this year.

At this point, Mrs. Clarke noted the impending resignation of Ms. L. Sproule-Jones, Affirmative Action/Employment Equity Co-ordinator, and commended her outstanding performance and efforts in this capacity. The members offered their good wishes to Ms. Sproule-Jones.

Mr. Sinclair, in reply to Mr. Stewart's question, confirmed that all the staffing recommendations did not include any new positions in the sense that all these positions were earlier approved and reflected in the current staff complement and budget.

Noting Ms. D. Russon's (Manager, Collective Bargaining) confirmation, Mr. Stewart acknowledged her excellent performance in this position.

Mr. Hicks agreed with Mr. Rielly's earlier comments relative to the process of considering staffing recommendations. However, he reiterated that the emerging new budget review process offers an ideal opportunity for the trustees to react early, particularly now that relevant budget information is available.

The motion was put to a vote and was CARRIED.

(a) Staffing Report

Mr. Sinclair, in reviewing the report with the members, said most of the data reflected in the report was largely status quo. He noted, however, the additional English as a Second Language (ESL) class at Roxborough Park Elementary School and the appointment of the teacher.

Referring to the figures for September, Mr. Kennedy noted the prevailing imbalance between teacher-pupil ratio in the schools, i.e. there is no corresponding reduction in the teaching staff when there is a decrease in the number of students. He felt this must be corrected.

Acknowledging Mr. Kennedy's concerns, Mr. Stockwell advised that the Collective Agreement requires the Board to staff effective September 30th. The difference in teaching staff based on enrolment between September and June is about 57 teachers. He said these teachers are timetabled into

programs and the Board must retain them in order to avoid any disruption of classes throughout the system. He stressed the "chain reaction" in terms of the inter-relationships among the schools. He then explained the staffing process, noting that the decrease in the number of students (resulting from a variety of reasons) is widely spread throughout the system which may not necessarily call for reducing the number of teachers. He also explained the component staffing model used in the secondary schools. Mr. Stockwell emphasized that the Board is obliged by the Ministry of Education to staff as of September 30th of any given year.

Mr. Mulholland noted the influx of students in September and decrease in December and wondered if it would be legal to release probationary teachers at the end of the first semester.

Mr. Sinclair clarified the provisions of the Education Act, particularly the requirements for termination under Surplus and Redundancy. If the Board wishes to release teaching staff, this can be effected December 30th, with the notice given by November 30th and June 30th, with the notice given by May 30th.

It was further clarified by Mr. Sinclair that occasional teachers are hired as temporary replacements for regular teaching staff in some special instances, e.g. leaves, illness, etc.

Mr. Stockwell explained that grants are based on three enrolment figures, e.g. September 30th, January 31st and April 30th enrolments with 40% of the grant applied to September 30th and 30% each for January 31st and April 30th.

It was agreed:

That the Staffing Report - Full Time Equivalent Positions be received for information.

(b) Report on Supply Teachers

Mr. Kawai reviewed the report, noting this was the first attempt to compile such a Report on Supply Teachers.

In response to Mrs. Hill's query, Mr. Kawai provided budget information pertaining to the long-term occasional teachers and supply teachers.

Mrs. Hill was concerned with the number of days availed by teachers for in-house activities as she considered a teacher's primary responsibility should be in the classrooms.

Referring to the column "Planning/Curriculum/In-Service/Meeting Inside System, Miss Cunningham queried if, in terms of the use of teachers, the money is taken out of Staff Development or whether this is reflected as an "as well as" item.

Ms. Rappolt explained this may be done in both ways. She said these activities are primarily budgeted as staff

development although not developed solely for that purpose. She remarked that through a "pilot" program in her Department this year, there has been a significant reduction, for budgetary considerations, in this type of activities and hoped to have data available for planning the budget accurately for every activity.

Mr. Kawai clarified for Miss Cunningham that there were instructions issued that reasons were to be indicated to support the data reflected in the column "Not Indicated". The Superintendent of Schools are actively following up on the feedback relating to these situations and it is hoped to provide the information in the next report.

Mr. Stewart complimented the staff for their efforts in developing this report. He requested the subsequent reports be separated to reflect information for the Elementary and Secondary schools in light of having a different Federation for each panel.

Mr. Allen agreed with Miss Cunningham's earlier comments and with the suggestion of Mr. Stewart. He considered the report to be useful for cost tracking relative to supply teachers.

Mr. Sinclair acknowledged Dr. Johnston's viewpoint pertaining to the need to distinguish Personal Reasons and Illness in column 1 and agreed to expand on this with future reports showing what is charged under the Sick Leave Plan as well as another category for unpaid Leave.

It was agreed:

That the Report of Supply Teacher Usage -- To Date - 1991 be received for information.

Report Re
Administrative
Assistant to the Office
of the Director of
Education

Mr. Rielly discussed the report and noted that the recommendation was developed as a result of the changing nature of the role encompassed within this position. He recalled the decision to eliminate most of the positions (due to budget consideration) with the result that only one has been retained. He said the officials felt at this time that a special assignment position would best address a specific task to be performed within the Office of the Director, for varying periods of time, without exceeding the appointment term laid down.

Moved by Mr. Kennedy:

That the following recommendation in the report from the Director regarding a "Proposed Change for the Job Description and Length of Term for the Administrative Assistant to the Office of the Director of Education" be approved:

(a) That future appointments to the position of Administrative Assistant to the Office of the Director of Education be on a special assignment basis and that the

duration of the term appointment be aligned with the specific tasks to be carried out and that the length of term be in increments not to exceed two years.

In response to Mr. Stewart's request, Mr. Rielly provided examples of some of the specific tasks that could be performed by someone in this position.

Mr. Sinclair advised that the candidate will be paid the greater of either his/her own salary if in a position of responsibility or a rate based on the salary grid plus an allowance of about \$1,200.00 annually.

Mrs. Clarke favoured special assignments as they provide the opportunity for the Board to utilize the expertise of its staff.

In response to Miss Cunningham's concerns about the number of changes that will have to be made because of the budget, Mr. Rielly said the position will be posted and a recommendation will be presented for trustees' consideration. He also confirmed that it would not have to be a Federation member.

The motion was put to a vote and was CARRIED.

Report of the
Affirmative Action/
Employment Equity
Committee

In presenting the report and reviewing the first recommendation, Ms. Sproule-Jones stated that the Annual Status Report has been revised to exclude any reference to Site-Based Management as directed through a motion at the May, 1991 meeting of the Board. She noted that this document is presented annually to the trustees as a year-end review and setting up of direction for the program. She explained that the revised document reflected the integration of the Affirmative Action Program within the Human Resources Department and into the Board's operating procedures. She said the document also noted the importance of work in the area of employment services, Reasonable Accommodation and Race Relations and Ethnocultural Equity Employment Practices. Ms. Sproule-Jones also mentioned two key concerns identified with the sub-section dealing with the Policy Against Harassment, i.e. (a) the need to consider ways to release Facilitators to deal with complaints and (b) the need to provide in-service for Principals and other Supervisors.

In considering the report, the members agreed to vote on each recommendation separately.

Moved by Mr. Allen:

(a) That the revised Annual Status Report on the Affirmative Action/Employment Equity Program for the year 1990-1991 be adopted. CARRIED

In explaining the second recommendation, Ms. Sproule-Jones distributed sample forms of the new Job Specific Application Forms applicable to the Caretaking/Maintenance and Cleaning staff. She said these forms, which are now being developed, will provide more accurate information to selection teams as the

data required is focused on the job requirements and the applicant's specific experience and qualifications relating to the job. She noted these forms will in turn provide an applicant complete information and understanding about the job being applied for. She added similar forms will be developed for other entry level positions.

Ms. Sproule-Jones clarified for Dr. Johnston that it has not been Board practice to acknowledge every application received as there is no staff available to handle this at this time. She said only responses to advertised positions are acknowledged.

In response to Mrs. Hill's query, Ms. Sproule-Jones explained the process of accommodating injured employees at the work place, stressing the requirement of a doctor's certificate to assist in assessing the employee's injury.

Replying to Mr. Kennedy's question relating to the legality of including absenteeism information in the application form, Ms. Sproule-Jones indicated that this is valid as long as the data required is job related and focused on the qualifications required of the job.

Mr. Mulholland pointed out that some of the areas of skill listed on the forms are not in the job descriptions for Assistant Caretakers and Substitute Cleaners. He cautioned the Board must be very careful not to discriminate against and jeopardize someone who cannot do all the things listed.

Ms. Sproule-Jones advised that the new application forms were developed in consultation with the Caretaking and Maintenance Management, the union and a caretaker. She said these forms should not be perceived as eliminating any particular individual or group from applying for the job; she noted that all the necessary components relating to the job are reflected in these forms.

It was agreed:

(b) That the verbal report regarding Development of the New Job Specific Application forms be received for information.

Mr. Sinclair reviewed the third recommendation in the report, emphasizing the relevance and need to continue the work on this program in light of new initiatives relative to employment equity flowing from the Ministry of Education and other government agencies. He cited some "pay backs" for the Board when the program is fully integrated throughout the system. In explaining the third component of the recommendation which relates to the replacement for Ms. Sproule-Jones, who is leaving the Board, Mr. Sinclair detailed the key duties and responsibilities of the position of Affirmative Action/Employment Equity Co-ordinator and stressed the need for appropriate resources to run the program.

In response to Mr. Stewart's concern, Ms. Sproule-Jones traced the development of the program within this Board and her capacity as Co-ordinator for the program. She underscored the big task ahead given the size of this organization as well as the number of legislations coming which were the key factors considered in continuing with the Affirmative Action/Employment Equity program. She felt it will take some time for the Board to ensure that all the principles and practices entailed by the program, particularly those relating to the Policy Against Harassment, are assimilated throughout the system. She believed that the job required of the Co-ordinator has not been completed and that more staff training is required at this time. She then explained the training process involved with the program.

Moved by Mr. Kennedy:

That the following recommendation in the Report of the Affirmative Action/Employment Equity Committee be referred to the Budget Review Committee:

(c) That the Affirmative Action/Employment Equity Committee:

(i) reaffirms the importance of the Affirmative Action/Employment Equity program,

(ii) recognizes that the work of this program is not complete bearing in mind current needs and pending Provincial legislation,

(iii) urges a replacement for the position of Affirmative Action/Employment Equity Co-ordinator.

Mr. Mulholland expressed his opposition to the motion feeling that the changes and legislations coming relating to equity at the work place should be addressed appropriately.

Mr. Hicks clarified that it was not the intent to eliminate the position at this time. However, he hoped the officials could have some alternative or innovative ideas to fill the position, e.g. a special assignment. He added that perhaps the ways adopted by the Program Department of redeploying some of its staff in light of the department's strategic planning process may be considered in this particular situation.

Mrs. Clarke did not support the referral motion as she felt there is still "a gap to be bridged" with this program and stressed the importance of equity issues.

Mrs. Hill, speaking in support of the referral motion, suggested perhaps the title is no longer appropriate as it does not encompass all the tasks the Co-ordinator is performing.

Miss Cunningham said she has been supportive of the program and will be concerned with the program going amiss. However, she hoped someone could "step in" to replace Ms. Sproule-Jones in the interim, while Human Resources is considering the situation. Miss Cunningham was also concerned there could be a duplication on some issues and was

prepared to make a motion at the appropriate time to request a flowchart showing reporting lines and areas of responsibility.

In response to a question of whether the position was permanent or temporary, Mr. Sinclair clarified that the appointment term for the position of Affirmative Action/Employment Equity Co-ordinator was changed from a recommended three-year term to a one-year term at the July, 1990 meeting of the Board. He detailed further the changing role of the Co-ordinator of this program and how it relates to the other roles in the system. To address the members' concerns, he agreed he would bring back a report in September outlining how the officials plan to fill the position.

In response to Miss Cunningham's request, Ms. Sproule-Jones detailed her responsibilities and provided the amount of time (in percentage) allotted to some of her key duties. She highlighted the area of in-service, selection procedures, tracking and the Policy on Harassment as requiring a large portion of her working time. She concluded that there are still many areas relating to the program which require attention and consideration. She stated that staff with expertise may be available but due to their current workload, they do not have enough time to accommodate the demands of this program.

Dr. Johnston considered the vacancy resulting from Ms. Sproule-Jones' leaving as providing an opportunity for the officials to reassess the position. He expressed concerns with the wording of the recommendation noting it did not reflect the timeline nor term of the appointment, thus not reflecting the previous direction given by the trustees. He requested Human Resources or the Affirmative Action/Employment Equity Committee to bring back a report with recommendations by October. He added that inclusion of a job description in the report may assist the members with decision making.

Miss Cunningham suggested prioritizing in some areas may be done to accommodate assigning staff to this position especially when the Board is faced with a "\$12 million" cut in the budget.

The Chairman clarified that the referral motion means that no action would be taken until the Budget Review Committee meets in March, 1992 or later.

Mr. Kennedy cautioned the Board that there is no question of interpreting the legislations and initiatives flowing from the Ministry of Education and other government agencies. He added that compliance to these initiatives should not lead to the Board's "re-inventing the wheel" and in a time of recession, it does not mean we have to add to staff.

Moved in amendment by Mr. Mulholland:

That recommendation (c) in the Report of the Affirmative Action/Employment Equity Committee be tabled to the October, 1991 Personnel and Organization Committee meeting.
CARRIED

At this point, Miss Cunningham referred back to her earlier comments regarding a flowchart of staff with reporting lines and areas of responsibilities. She considered this to be a worthwhile undertaking which will update the trustees on what is happening currently within the Board in terms of its staff complement.

Moved by Miss Cunningham:

That all Superintendents produce a flowchart of their staff with a view to showing Reporting Lines and Areas of Responsibility.

Canon Rogers felt it would be more appropriate to include this item on the agenda for the next meeting of this Committee.

Moved in amendment by Canon Rogers:

That this motion be referred to the September, 1991 Personnel and Organization Committee meeting. LOST

Miss Cunningham explained her motion would allow some work to be done on it over the Summer months as it may require some time to prepare.

The motion was put to a vote and was CARRIED.

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

Report Re Gifted Learning Resource Teachers

In reviewing the report, Mr. Skidmore recalled the direction given through the budget deliberations, i.e. deferring any action on the Gifted Education Program until after the Gifted Education Action Team has presented its report. He also recalled the action taken by this Committee last month when a recommendation was brought forward to replace one of the five Gifted Learning Resource Teachers who was returning to the school setting, i.e. to defer the decision pending the results of the Gifted Action Team.

Mr. Skidmore advised there is a strong suggestion from the Action Team at this time for a significant restructuring of how the program should be delivered. However, in the interim, it is being recommended by the Action Team that the role of the Primary Learning Gifted Resource Teacher should be retained for the 1991-1992 school year in order to avoid any major disruption at the school level and to assist in the transition process should the alternate model of delivery be approved. He stressed that in spite of the area reduction, there is still the same number of schools and student needs requiring the services of these teachers and that is why the officials are recommending the status quo of five positions.

Moved by Dr. Johnston:

That the role of the Primary Gifted Resource Teacher be retained in its present mode for the 1991-1992 School Year and as such, the fifth position be approved.

Mr. Quinn agreed with Mr. Skidmore's comments. He noted that at this time a second Primary Gifted Resource Teacher has asked to return to the classroom, leaving the lower city with only one come September.

In response to Dr. Johnston's query, Mr. Quinn clarified that it will be difficult for the remaining four Gifted Learning Resource Teachers to maintain the same level of service previously provided by the five on staff. He added these four teachers have full-time loads at this time.

At this point in the meeting, Mr. Quinn, in reply to Mrs. Hill's request, detailed the school allocation for the four areas, i.e. Areas 1 to 4.

In explaining the new area school set-up, Mr. Stockwell noted the schools will not have equal number of students. The upper city was larger but with the area reduction, the lower city will be significantly larger in terms of the responsibilities and nature of the areas.

Mrs. Hill called for fairness and equity for students in allocating support staff for the upper and lower sections of the City.

Referring to the intent of his motion relating to the Gifted Learning Resource Teachers at the Budget Review meeting, Mr. Stewart felt this recommendation should be referred until we see the report of the Action Team.

Although he acknowledged Mr. Stewart's views, Mr. Skidmore clarified that specific recommendations from the Action Team will not come forward until the Fall. He added that a significant restructuring of the Gifted Program is anticipated and we will be going through a transition period if the recommendations of the Action Team are accepted. One of the specific recommendations from that Team is that there be status quo in the level of service provided and Mr. Skidmore stated he has brought that element of their recommendation in all good faith and in relation to this Committee's previous deliberations.

Further discussion ensued regarding whether the process of implementation could be advanced. Mr. Skidmore noted that, in the interim, it will be appropriate to maintain the current level of service to meet the existing needs of the students.

Trustees Clarke, Johnston and Rogers did not support referring this recommendation to Committee in September. Mrs. Clarke stated that it is important for the Board to maintain the current level of service relating to the Gifted Education program.

Moved in amendment by Mr. Stewart:

That the recommendation in the Report Re Gifted Learning Resource Teachers be referred to the September, 1991 Personnel and Organization Committee meeting.

In response to Mr. Mulholland's request, Mr. Rielly read Mr. Stewart's motion approved at the Budget Review meeting and recalled as well the decision reached at the May meeting of the Personnel and Organization Committee.

The Chair further clarified the issues surrounding the Gifted Learning Resource Teachers, particularly the decision last month to defer the replacement of the fifth position. It was noted that the officials were bringing back the recommendation at tonight's meeting as they felt an obligation to have this position resolved as quickly as possible.

Mr. Mulholland challenged the Chair for allowing the consideration of the recommendation as the Board is on record that we retain five Gifted Learning Resource Teachers and the money is in the budget. The challenge was voted on and was Carried.

After further discussion, it was concluded that based on the previous direction given, no action was required from the trustees regarding the recommendation. The fifth position will be filled by a recommendation later this evening, if approved.

Mr. Stewart withdrew his motion to refer.

NEW BUSINESS:

Recommendations of the Director of Education

Canon Rogers declared a possible conflict of interest with the recommendations and stated he would not participate in the voting.

Dr. Cooke, in reply to Mr. Mulholland, explained the selection process involved and the required qualifications, noting that a Specialist Certificate is required, relevant to the positions reflected in Recommendation 3(a) - Promotions. He then detailed the composition of the Interview Team.

Given the sensitivity of the issues raised, it was deemed that an in-camera session was in order.

In considering the recommendations of the Director at the re-convened public meeting of the Committee, the members agreed to vote on clause 3(a) separately.

Moved by Dr. Johnston:

That the recommendations of the Director of Education, excluding clause 3(a), be approved as presented. CARRIED

In response to a question, Dr. Cooke clarified that the staffing deliberations are not complete at this time with more recommendations expected as we have additional needs.

Moved by Dr. Johnston:

That the following recommendation of the Director of Education be approved as presented:

3. PROMOTIONS

(a) (i) That the following teachers be appointed to the position stated, effective 1991 09 01, with salary according to the salary schedule:

Wolfgang Boggs, Acting Head of Department (Technical)
Joan Boutz, Acting Head of Department (Family Studies)
Tessa Nieuwenhuis, Acting Head of Department (Family Studies)
Michael Sampson, Acting Head of Department (Technical)

(Replacements)

Moved by Mr. Mulholland:

That the Personnel and Organization Committee continue to meet beyond 11:00 p.m. CARRIED

Mr. Mulholland clarified that the focus of his concern with the recommendation was a promotion issue rather than a woman's issue. Endorsing the value of a Specialist Certificate, he felt approval of this recommendation would be in violation of the provisions of the Education Act and would be unfair to people in the system who have the qualifications.

Miss Cunningham, in referring to the trustees' concerns expressed regarding the selection process for this recommendation, urged the trustees and officials to exercise more caution in order to prevent the occurrence of a similar situation in the future, particularly one which may, by interpretation, contravene the legal provisions. She hoped that from hereon, the Board will endeavour to correct its procedures.

A recorded vote was requested.

The motion was put to a vote and was CARRIED. Those in favour: Trustees Rogers, Bishop, Johnston and Cunningham; opposed: Trustees R. Stewart, Mulholland and Hill.

The following motion was considered at an in-camera session of the Personnel and Organization Committee:

Moved by Mr. Stewart:

That the following recommendation of the Director of Education be approved:

8. LEAVES Secondment

(a) That the request of the Art Gallery of Ontario for the secondment of Bryan Bennett for the period 1991 09 01 to 1992

06 30, with a possible request for an extension for a second year, be approved by the Board. LOST

Requests for "Four Over Five" Plan

Moved by Mr. Mulholland:

That the following requests for "Four Over Five" Plan be approved:

(a) That approval be granted for the requests of the following teachers for a Leaves of Absence under the Salary Holdback Plan ("Four Over Five") of the Collective Agreement, effective as shown:

Carol Oliver (E), 1995-96 School Year
Mel Oliver (E), 1995-96 School year

(b) That the Board rescind the Leaves of Absence granted at previous meetings to the following teachers, effective as shown, and approve their requests to withdraw from the Salary Holdback Plan ("Four Over Five"):

Jean Donaldson (S), 1991 05 01
Lesley Fraser (S), 1991 05 01
Jacqueline Norris (S), 1991 05 16

(c) That approval be granted for the request of the following teacher to defer the Leave of Absence under the Salary Holdback Plan ("Four Over Five") granted at a previous meeting, effective as shown:

Cheryle Brown (E), 1992-93 School Year

CARRIED

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

rt

AGENDAPERSONNEL & ORGANIZATION COMMITTEE

GOVERNMENT DOCUMENTS

1991 09 12

Confirmation of the minutes of the regular meeting of 1991 06 13 and special meeting of 1991 06 20.

GENERALBUSINESS ARISING OUT OF THE MINUTES:

1. Proposal for Special Assignment - Program Department Pages 1 to 5

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 6 to 7
2. Staffing Report - Full Time Equivalent Educational Assistant Positions Pages 8 to 9
3. (a) Staffing Report as of 1991 08 31 Page 10
(b) Report on Supply Teachers as of 1991 06 30 Page 11

ELEMENTARY/SECONDARYNEW BUSINESS:

1. Recommendations of the Director of Education Pages 12 to 14

Education Centre
100 Main Street West
Hamilton, Ontario
1991 09 12

To the Chairman and Members,
Personnel & Organization Committee
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Proposal for Special Assignment-Program Department

Background

In the Spring of 1991, the concept of a one-year special assignment position was endorsed by the Trustees and subsequently the position of Special Assignment-Program Department was posted. Initially there was considerable interest expressed by a number of possible candidates; however in the end, and for a variety of reasons, they chose not to apply. Some of the reasons included their commitment to their existing assignment, the scope of the job itself and a variety of personal reasons.

The amount of salary, benefits and travel expenses presently available in the 1991 Budget for the position of Assistant Superintendent of Program is as follows:

September to January 1992 = \$7,523.22 x 5 months = \$37,616.00

Presently a number of the Action Teams are completing their work per their respective mandate. There is no doubt that as a result of their deliberations there will be some reorganization and shifting of responsibilities within the Program Department. As has been indicated in previous presentations to Trustees, it is difficult to project the organization of the Department for the Winter and Spring of 1992 and beyond without the final reports of these teams coming to the Trustee table for approval.

In the meantime, there is a need to maintain the present operation of the Department. The mandate of the Department is a combination of policy development and operational matters related to development and implementation.

Within the framework of the existing job descriptions, the responsibilities related to policy development for recommendation to the Senior Administration and Trustees rests with the Superintendent of Program. The operational matters related to program development and system liaison rest with the existing role of Assistant Superintendent of Program and the previous role of Assistant Superintendent of Services. It was the operational aspects that were approved by the Trustees as it related to the proposed one-year Special Assignment.

Given the fact that there is no one at present to fill the single role of Special Assignment, the following proposal is made in relation to splitting of these responsibilities between two people.

Proposal

It is proposed that two existing Co-ordinators who are highly knowledgeable concerning budget, personnel, day-to-day operations and the work of the Action Teams be given a .5 special assignment to work with the Superintendent of Program from September 1991 to the end of January, 1992. This responsibility would be to deal with those matters identified in the original special assignment (see Appendix I). In turn, it is proposed that two Heads of Department be seconded to the Program Department .5; each to assume some of the curriculum responsibilities of the two Co-ordinators. This would not involve any increase in remuneration for any of these four people in that it would be consistent with the previous Special Assignments that have been created in the past throughout this organization. Depending on the two Heads of Department and their school responsibilities, it may be necessary that an Assistant Head would become the Acting Head for the period of time involved. This would involve a short-term remuneration of the difference in salary of Assistant Head to "Acting" Head of Department for the one semester involved. This cannot be finalized without discussions with the Superintendents of Schools and the individual Principals involved.

In addition, it may be necessary to create an additional short-term special assignment related to the recommendations of the Action Teams. This would be done within the ceiling of the salary limitations as indicated in "Cost Implications" below.

Implications

There are both positive and negative implications to this proposal. On the positive side, four people minimum are provided with an opportunity of obtaining a system perspective that they would not otherwise have. This is considered to be an excellent personal and professional growth opportunity for the people involved. Further, by creating such opportunities it not only enhances the individual's contribution to each of their regular assignments upon return but also may be an element in long range succession planning.

On the negative side, it does mean a degree of disruption at the school setting. By pursuing this sufficiently early in the school year, this would hopefully be kept to a minimum. In the main, however, it would be no more disruptive than that experienced with other leaves of absences during the school year i.e., personal leaves, compassionate leaves, maternal leaves, extended illness etc.

Cost Implications

Available Salary (including travel allowance and benefits) of the Assistant Superintendent of Program for the five month period (September 1991 - January 1991)	\$37,616
---	----------

Teacher	Cost per line for teacher replacement	
Replacement: (including benefits)	\$6,270 x 4 lines =	\$25,080
	(N.B.-depending on timetable arrangements it may require only 3 lines \$18,810)	

Potential Assistant Head Reimbursement (\$1,024 x 2) =	<u>\$2,048</u>	<u>\$27,128</u>
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Difference	\$+10,488
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Recommendation:

It is recommended that authorization be given to appoint special assignment secondments in keeping with this report for the period September 1991 to January 31, 1992 and that the total salary for the replacement personnel not exceed the allocated salary (including travel allowance and benefits) of the Assistant Superintendent of Program for that period.

Prepared and submitted by: D. R. Skidmore
Superintendent of Program

Approved by: K. A. Rielly, Director of Education
and Secretary of the Board

The first part of the report deals with the general situation of the country. It is a very interesting and informative study of the country's development. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is a valuable contribution to the study of the country's development.

The second part of the report deals with the economic situation of the country. It is a very interesting and informative study of the country's economic development. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is a valuable contribution to the study of the country's economic development.

The third part of the report deals with the social situation of the country. It is a very interesting and informative study of the country's social development. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is a valuable contribution to the study of the country's social development.

The fourth part of the report deals with the political situation of the country. It is a very interesting and informative study of the country's political development. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is a valuable contribution to the study of the country's political development.

The fifth part of the report deals with the cultural situation of the country. It is a very interesting and informative study of the country's cultural development. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is a valuable contribution to the study of the country's cultural development.

The sixth part of the report deals with the environmental situation of the country. It is a very interesting and informative study of the country's environmental development. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is a valuable contribution to the study of the country's environmental development.

The seventh part of the report deals with the international situation of the country. It is a very interesting and informative study of the country's international development. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is a valuable contribution to the study of the country's international development.

The eighth part of the report deals with the future of the country. It is a very interesting and informative study of the country's future development. The author has done a great deal of research and has gathered a wealth of material. The report is well written and is a valuable contribution to the study of the country's future development.

R E V I S E D

PROGRAM DEPARTMENT – SPECIAL ASSIGNMENT

The Board is offering a 12 month opportunity subject to the terms of the applicable collective agreement (1991 09 01 to 1992 08 31, renewable to a maximum of 2 years) for a member of the permanent teaching staff of the Hamilton Board of Education to manage and facilitate the day to day work of the Program Department under the direction of the Superintendent of Program. **Applications are invited from interested employees at the principal, vice-principal, area supervisor or co-ordinator level.**

Expectations of the Applicant for this Special Assignment:

Knowledge and Values

- Knowledge of the current work of the Hamilton Board of Education's Program Department.
- Self-directed problem solver.
- Creative and futuristic.
- Awareness of the current research and literature on effective leadership, management and team building.
- Willingness to begin the Supervisory Officer process if not yet qualified.

Skills

- Team membership and leadership.
- Time and resource management skills.
- Demonstrated ability to motivate, energize and influence.
- Effective communication – oral and written.
- Problem solving and long-range planning.
- Demonstrated ability to act as a change agent.

Tasks

Under the supervision of the Superintendent:

- Integrate the work of the co-ordinators of curriculum and services in the Program Department.
- Co-ordinate and facilitate the department's work in the areas of Transition Years, thinking skills, student evaluation, student behaviour, and program accountability.
- Work effectively with co-ordinators and area supervisors to ensure effective implementation planning for the system.

Responsible to:

The Superintendent of Program

Applications:

Materials relevant to this position will be provided on request. For details and a package of materials, please contact Helene Arthur, Program Department secretary, at 521-2502.

Letters of application should be forwarded by noon of Monday ,1991 06 17 to:

Mr. Bruce Sinclair
Superintendent of Human Resources
Hamilton Board of Education
100 Main Street West
Hamilton, Ontario L8N 3L1

Notes:

Please submit the following as your application:

- Outline in two pages or less, specific experiences and achievements, over the last two years which have prepared you for this assignment.
- In one page or less, identify the two most critical aspects of this role. Be prepared to give the rationale for your choices as part of the interview.

Mark your envelope: Program Department – Special Assignment

If the number of applicants is large, a short list may be developed. Interviews will be conducted after June 17, 1991.

Salary and benefits are subject to the terms of the Collective Agreement of the appropriate federation.

Decision Process:

The following criteria will be used for selection:

- Quality of the application and letter.
- Recommendation of the Principal and/or Superintendent
- Demonstrated interest in, and understanding of, current program issues.
- Record of success at tasks related to facilitation, management and program planning.

Education Centre
100 Main Street West
Hamilton, Ontario
1991 09 12

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Joan Murray Wood (Speech Pathologist [.5], Probationary OSSTF Professional and Student Services Personnel Staff, maximum salary \$50,116.00 per annum), 1991 09 01 (Replacement)

Anna Ravida (Speech Pathologist, Probationary OSSTF Professional and Student Services Personnel Staff, maximum salary \$50,116.00 per annum), 1991 09 01 (Replacement)

Ruth Van Horne (Collective Bargaining Analyst, Probationary Administrative Staff - Grade 10, maximum salary \$40,178.00 per annum), 1991 09 23 (Replacement)

Doreen Vella (Psychological Consultant, Probationary OSSTF Professional and Student Services Personnel Staff, maximum salary \$51,744.00 per annum), 1991 09 01 (Replacement)

(b) That the appointment of Irene Polidori (Manager, Financial Services - Administrative Staff) to the Probationary Staff, approved at the June meeting, be changed to become effective 1991 08 06.

2. PERMANENT STAFF APPOINTMENTS

Confirmation

(a) That the following staff be confirmed in the position stated, effective as shown:

Joyce Ferguson (Payroll Supervisor), 1991 07 16

Hubert Bluschke (Supervisor of Maintenance), 1991 06 25

Mark Bottrell (Secondary School Foreman), 1991 06 25

Dr. Marie Bountrogianni (Psychological Consultant - .5), 1991 09 01

Robert Brownridge (Foreman - General Maintenance), 1991 08 14

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignations of the following staff for the purpose of retirement from the position stated, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Ethel Christopher (Cleaning Staff), 1991 08 31

Wilfred A. Gordon (Caretaking and Maintenance Staff), 1991 09 27

(b) That the resignation of the following staff for the purpose of retirement from the position stated, effective as shown, be accepted with regret:

Elisabetta Brandolini (Cleaning Staff), 1991 06 17

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

(a) That the effective dates of the the Leave of Absence granted to the following staff at the June meeting be changed to become effective as shown:

Debbie Despres (Administrative Staff), 1991 08 06 to 1992 07 31

Leave Extension

(a) That the request of the following staff for an extension of a Leave of Absence, effective as shown, be granted:

Gael MacPherson (Psychological Consultant, OSSTF Professional and Student Services Personnel Staff), 1991 09 01 to 1992 08 31

Secondment

That the request of the Industry Education Council for an extension of the secondment of Robert Philip, effective 1991 09 01 to 1992 08 31, be approved.

Return from Leave

(a) That the following staff be returned from their Leaves of Absence, effective as shown:

Terri-Lyn Cousins (Administrative Staff), 1991 09 03

Leslie Ferguson (Administrative Staff), 1991 07 15

Della Knowles (Administrative Staff), 1991 07 29

Kathy Lees (Administrative Staff), 1991 07 02

Sue Troncho (Administrative Staff), 1991 09 06

9. OCCASIONAL STAFF APPOINTMENTS - Nil

10. OTHER

(a) We regret to announce the death of Brenda K. Stark (Cleaning Staff) on 1991 06 20.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

Education Centre,
100 Main Street West,
HAMILTON, Ontario.

1991 09 12.

To the Chair and Members,
Personnel and Organization Committee.

Ladies and Gentlemen:

Re: Staffing Report - Full Time Equivalent
Educational Assistant Positions.

The purpose of this report is to inform the Board of the need for additional Educational Assistants beyond the Budget approved complement.

The total complement of Educational and Lunchroom Assistant Staff approved in the 1991 Budget is 223.07 F.T.E. At Budget Review, a reduction of 5 F.T.E. positions was recommended and approved. As staff were already in place for the remainder of the school year, the implementation of this reduction was planned for September, 1991.

Since the approval of the Budget, the allocation of these positions has been reviewed by Superintendents of Schools and Human Resources.

In the past, Educational Assistants have been assigned to all Junior Kindergarten classes, to some specific programs (eg. Autistic, Behaviour Exceptionality, Trainable Retarded, etc.) and to special needs situations where a student or students require one-to-one assistance or specialized service (eg. toileting, mobility aid, hand over hand feeding).

COMPLEMENT BREAKDOWN FROM BUDGET

A	<u>REGULAR DAY SCHOOL</u>	
	(036)	<u>F.T.E.</u>
	Elementary	82.50
	Elementary Alter Ed.	1.00
B	<u>SPECIAL EDUCATION</u>	
	(037)	
	Elementary S.A.L.E.P.	1.00
	Elementary Special Education	88.50
	Classes and Special Needs	
	Elementary Lunch Assistant	.86
	Secondary	5.50
	Secondary Lunch Assistant	.57
	Secondary Vocational	1.00
C	<u>TRAINABLE RETARDED</u>	
	(038)	
	Educational Assistant	37.00
	Lunch Assistant	5.14
TOTAL A + B + C		223.07

Since the approval of the Budget, new students requiring specialized assistance have been identified either through the I.P.R.C. process, as a result of moving to Hamilton, or for 4 and 5 year olds through the intake process from Chedoke Child and Family Centre. As well, some new Junior Kindergarten classes will be opening to meet the growth in enrolment -- mainly on the mountain. At report preparation time, these factors totalled 21.64 F.T.E. new needs.

We are in the process of confirming actual enrolments for J.K. classes and verifying that students requiring specialized assistance have returned to our school system in order to determine the actual number of additional assistants required.

Nonetheless, in order to remain within the Budget allocation, some Junior Kindergarten classes will not have Educational Assistants assigned. In order to meet the F.T.E. reduction of 5, at least 10 classes will be affected.

In order to provide for the additional students requiring special needs, there are three alternatives:

1. The Board hire additional Educational Assistants.
2. The redeployment of Junior Kindergarten Educational Assistants into the Special Needs assignments. This redeployment of staff would be subject to the terms of the Collective Agreement and would result in "bumping" and ultimately the layoff of those employees not qualified for special needs assignments or without the necessary seniority.
3. The Board utilize temporary Educational Assistants to cover these additional needs until the 1992 Budget Review process is complete.

It will take most of the month of September to review the information related to these staff positions, to update enrolment figures, to assess students with identified needs, and to prepare a revised status report.

RECOMMENDATION

That this report be provided for information and that a subsequent report giving recommendations along with costs be provided at the October Meeting of the Personnel and Organization Committee.

Prepared by	P. Gillie - Superintendent of Schools S. Scarrow - Human Resources
Submitted by	A. Stockwell - Associate Director B. Sinclair - Superintendent, Human Resources
Approved by	K. Rielly - Director and Secretary

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
STAFFING REPORT - FULL TIME EQUIVALENT POSITIONS

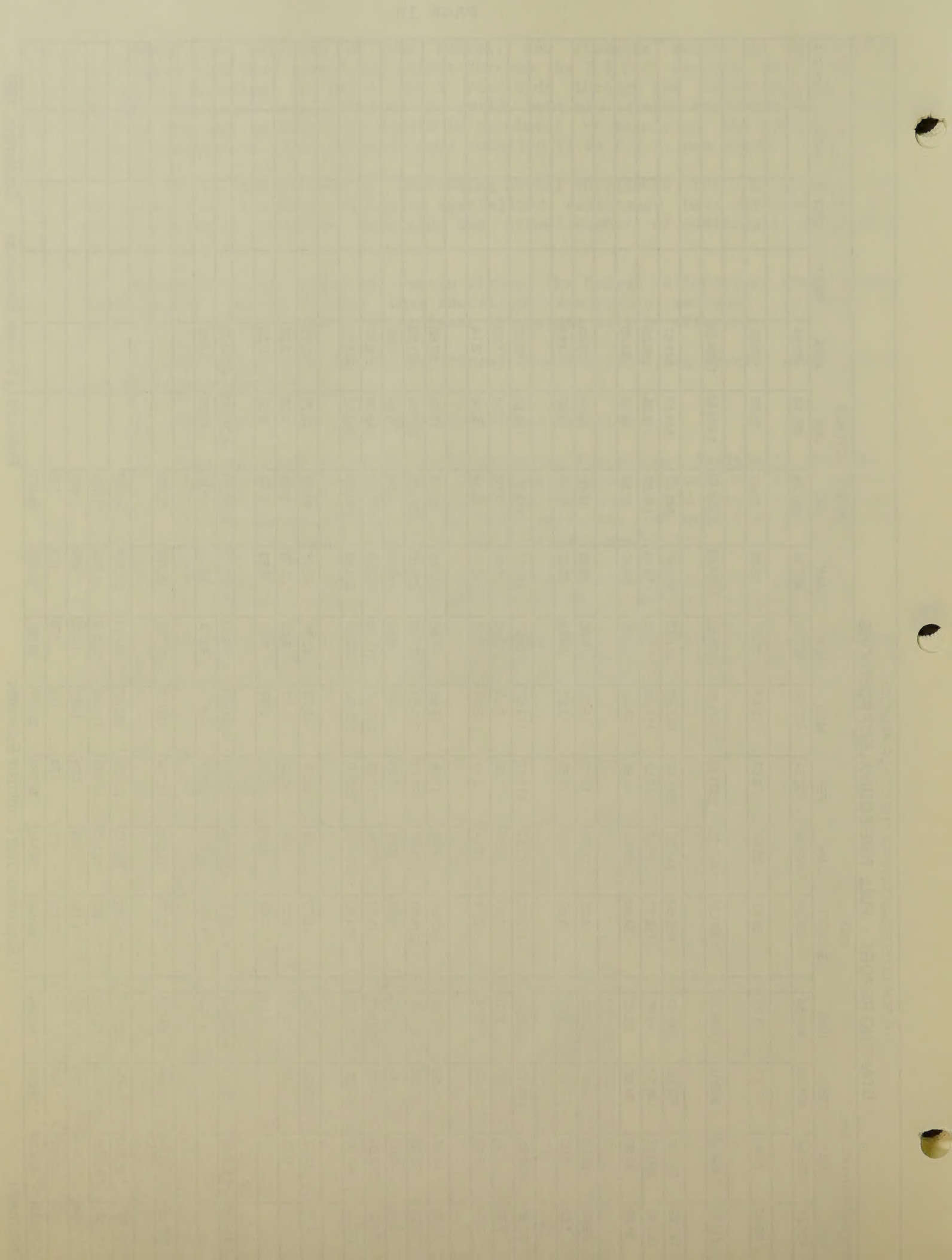
	DECEMBER 31st ACTUAL												1991												1991 ACTUALS											
	1985	1986	1987	1988	1989	1990	BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC																	
Admin & Support Staff	401.97	417.37	430.24	469.64	491.54	493.54	486.04	492.54	492.54	492.54	487.54	487.54	487.54	486.54	486.54	486.54																				
Co-ordinators/Consultants	77.50	78.00	80.00	77.67	77.67	75.67	66.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67	75.67																				
Teachers - Elementary	1,317.25	1,362.95	1,414.75	1,498.45	1,592.15	1,628.35	1,651.25	1,631.25	1,631.65	1,631.65	1,633.65	1,634.65	1,634.65	1,634.65	1,634.65	1,634.65																				
Secondary - Composite	750.83	732.67	741.83	757.50	795.00	841.00	850.50	841.00	841.67	841.67	841.67	841.67	841.67	841.67	841.67	841.67																				
- Vocational	168.67	159.83	160.90	160.07	146.00	116.67	116.17	116.67	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00																				
- Vanier	29.00	31.00	31.50	33.00	34.00	33.50	34.00	33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50	33.50																				
Elementary TR	39.00	34.00	29.00	26.00	24.00	20.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00																				
Secondary TR	4.00	6.00	7.00	8.00	7.00	9.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67	13.67																				
Lunchroom - Elementary	68.60	78.40	92.80	102.90	115.10	112.30	113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57	113.57																				
- Secondary	7.00	7.30	7.30	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00																				
- Vocational	3.30	3.10	3.10	3.10	2.60	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14	2.14																				
Bus Supervisors	6.40	12.10	13.90	14.40	16.50	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68	17.68																				
Educational Assistants	123.50	139.00	155.00	173.00	217.50	221.50	216.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50	221.50																				
Lunchroom Assistants	1.97	5.14	5.71	6.00	6.43	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56																				
Ctks/Main/Whs/Asbestos	209.00	210.00	210.00	217.00	218.00	220.00	218.00	217.00	217.00	217.00	217.00	217.00	217.00	217.00	217.00	218.00																				
Cleaners/Cooks	325.00	330.00	333.00	340.00	347.00	351.00	364.00	351.00	352.00	353.00	353.00	353.00	353.00	353.00	353.00	364.00																				
Staff On Loan - Teachers	30.42	29.55	34.25	34.92	33.92	41.25	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75	42.75																				
- Consultants				0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33																				
- Clerical						0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50																				
Full Time Equiv. Positions	3,563.41	3,636.41	3,750.28	3,928.98	4,131.74	4,198.66	4,223.33	4,200.33	4,201.73	4,202.73	4,199.73	4,200.73	4,200.73	4,211.73	4,211.73	4,211.73																				
Number Of Employees						4,805	4,836	4,812	4,814	4,815	4,813	4,814	4,814	4,825	4,825	4,825																				
Lunchroom Enrolment	9,000 est	12,000 est	13,000 est	14,000 est	15,000 est	15,571	15,700	15,628	15,700	15,700	15,700	15,700	15,700	15,700	15,700	15,700																				
Enrolment - Elementary	* 24,543	* 24,682	* 24,741	* 25,007	* 25,474	* 25,811	** 26,002	25,813	25,639	25,677	25,604	25,560	25,537																							
- Sec Composite	* 12,806	* 12,328	* 12,571	* 12,620	* 12,754	* 13,106	** 13,199	12,155	12,476	12,258	12,019	11,836	11,750																							
- Sec Vocational	* 1,942	* 1,794	* 1,698	* 1,598	* 1,453	* 1,189	** 1,161	999	1,099	1,050	1,003	959	957																							
- T. R.	* 286	* 262	* 243	* 210	* 193	* 178	** 178	178	174	172	175	173	173																							
- TOTAL	* 39,577	* 39,066	* 39,253	* 39,435	* 39,874	* 40,284	** 40,540	39,145	39,388	39,157	38,801	38,528	38,417																							

* September 30th Enrolments

** September 30th Enrolment Estimates

Prepared by Human Resources

September, 1991



REPORT OF SUPPLY TEACHER USAGE - TO JUNE 30, 1991

	PERSONAL REASONS/ ILLNESS	FIELD WORK/ CO-INSTR. ACTIVITIES	CONF./ SEMINAR/ MEETING OUTSIDE SYSTEM	PLANNING/ CURRICULM/ IN-SERVICE/ MEETING INSIDE SYSTEM	IN SCHOOL MEETING	FEDERAT'N. MATTERS	OTHER	NOT INDICATED	TOTAL DAYS	TOTAL EXPENSE
JANUARY								2093.0	2093.0	\$214,521
FEBRUARY	21.5	1.0	1.0					2902.0	2925.5	\$299,856
MARCH	773.5	37.0	38.5	102.5	35.0	14.5	75.0	153.0	1229.0	\$124,447
APRIL	1352.0	84.0	82.5	206.5	121.5	22.5	77.5	181.0	2127.5	\$215,336
MAY	1511.0	318.0	114.5	312.5	71.5	46.5	184.5	227.0	2785.5	\$282,869
JUNE	795.0	145.5	23.5	151.5	41.5	16.0	9.05	163.5	1427.0	\$147,039
JULY										
AUGUST										
SEPTEMBER										
OCTOBER										
NOVEMBER										
DECEMBER										
TOTALS	4,453.0	585.5	260.0	773.0	269.5	99.5	427.5	5,719.5	12,587.5	\$1,284,068

COMPUTER SERVICES DEPARTMENT

Note: The 'not indicated' column is overstated due to the fact that the new time sheet was not in effect for the months of January and February.
All days were entered into this column for these two months.

This report is being reformatted to show further breakdowns. The new format will be available in October and will show Elementary/Secondary, teaching days, comparison to budget and comparison to previous year.

1. The first column contains the names of the subjects.

2. The second column contains the names of the teachers.

3. The third column contains the names of the students.

4. The fourth column contains the names of the parents.

5. The fifth column contains the names of the friends.

6. The sixth column contains the names of the relatives.

7. The seventh column contains the names of the neighbors.

8. The eighth column contains the names of the community.

9. The ninth column contains the names of the country.

10. The tenth column contains the names of the world.

NAME OF THE SUBJECT

NAME OF THE SUBJECT	NAME OF THE TEACHER	NAME OF THE STUDENT	NAME OF THE PARENT	NAME OF THE FRIEND	NAME OF THE RELATIVE	NAME OF THE NEIGHBOR	NAME OF THE COMMUNITY	NAME OF THE COUNTRY	NAME OF THE WORLD
1. The first column contains the names of the subjects.	2. The second column contains the names of the teachers.	3. The third column contains the names of the students.	4. The fourth column contains the names of the parents.	5. The fifth column contains the names of the friends.	6. The sixth column contains the names of the relatives.	7. The seventh column contains the names of the neighbors.	8. The eighth column contains the names of the community.	9. The ninth column contains the names of the country.	10. The tenth column contains the names of the world.
11. The eleventh column contains the names of the subjects.	12. The twelfth column contains the names of the teachers.	13. The thirteenth column contains the names of the students.	14. The fourteenth column contains the names of the parents.	15. The fifteenth column contains the names of the friends.	16. The sixteenth column contains the names of the relatives.	17. The seventeenth column contains the names of the neighbors.	18. The eighteenth column contains the names of the community.	19. The nineteenth column contains the names of the country.	20. The twentieth column contains the names of the world.
21. The twenty-first column contains the names of the subjects.	22. The twenty-second column contains the names of the teachers.	23. The twenty-third column contains the names of the students.	24. The twenty-fourth column contains the names of the parents.	25. The twenty-fifth column contains the names of the friends.	26. The twenty-sixth column contains the names of the relatives.	27. The twenty-seventh column contains the names of the neighbors.	28. The twenty-eighth column contains the names of the community.	29. The twenty-ninth column contains the names of the country.	30. The thirtieth column contains the names of the world.
31. The thirty-first column contains the names of the subjects.	32. The thirty-second column contains the names of the teachers.	33. The thirty-third column contains the names of the students.	34. The thirty-fourth column contains the names of the parents.	35. The thirty-fifth column contains the names of the friends.	36. The thirty-sixth column contains the names of the relatives.	37. The thirty-seventh column contains the names of the neighbors.	38. The thirty-eighth column contains the names of the community.	39. The thirty-ninth column contains the names of the country.	40. The fortieth column contains the names of the world.
41. The forty-first column contains the names of the subjects.	42. The forty-second column contains the names of the teachers.	43. The forty-third column contains the names of the students.	44. The forty-fourth column contains the names of the parents.	45. The forty-fifth column contains the names of the friends.	46. The forty-sixth column contains the names of the relatives.	47. The forty-seventh column contains the names of the neighbors.	48. The forty-eighth column contains the names of the community.	49. The forty-ninth column contains the names of the country.	50. The fiftieth column contains the names of the world.
51. The fifty-first column contains the names of the subjects.	52. The fifty-second column contains the names of the teachers.	53. The fifty-third column contains the names of the students.	54. The fifty-fourth column contains the names of the parents.	55. The fifty-fifth column contains the names of the friends.	56. The fifty-sixth column contains the names of the relatives.	57. The fifty-seventh column contains the names of the neighbors.	58. The fifty-eighth column contains the names of the community.	59. The fifty-ninth column contains the names of the country.	60. The sixtieth column contains the names of the world.
61. The sixty-first column contains the names of the subjects.	62. The sixty-second column contains the names of the teachers.	63. The sixty-third column contains the names of the students.	64. The sixty-fourth column contains the names of the parents.	65. The sixty-fifth column contains the names of the friends.	66. The sixty-sixth column contains the names of the relatives.	67. The sixty-seventh column contains the names of the neighbors.	68. The sixty-eighth column contains the names of the community.	69. The sixty-ninth column contains the names of the country.	70. The seventieth column contains the names of the world.
71. The seventy-first column contains the names of the subjects.	72. The seventy-second column contains the names of the teachers.	73. The seventy-third column contains the names of the students.	74. The seventy-fourth column contains the names of the parents.	75. The seventy-fifth column contains the names of the friends.	76. The seventy-sixth column contains the names of the relatives.	77. The seventy-seventh column contains the names of the neighbors.	78. The seventy-eighth column contains the names of the community.	79. The seventy-ninth column contains the names of the country.	80. The eightieth column contains the names of the world.
81. The eighty-first column contains the names of the subjects.	82. The eighty-second column contains the names of the teachers.	83. The eighty-third column contains the names of the students.	84. The eighty-fourth column contains the names of the parents.	85. The eighty-fifth column contains the names of the friends.	86. The eighty-sixth column contains the names of the relatives.	87. The eighty-seventh column contains the names of the neighbors.	88. The eighty-eighth column contains the names of the community.	89. The eighty-ninth column contains the names of the country.	90. The ninetieth column contains the names of the world.
91. The ninety-first column contains the names of the subjects.	92. The ninety-second column contains the names of the teachers.	93. The ninety-third column contains the names of the students.	94. The ninety-fourth column contains the names of the parents.	95. The ninety-fifth column contains the names of the friends.	96. The ninety-sixth column contains the names of the relatives.	97. The ninety-seventh column contains the names of the neighbors.	98. The ninety-eighth column contains the names of the community.	99. The ninety-ninth column contains the names of the country.	100. The hundredth column contains the names of the world.

Education Centre
100 Main Street West
Hamilton, Ontario
1991 09 12

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following staff be appointed to the position stated, effective as shown, with salary according to the salary schedule:

Josie Falletta (School Social Worker, Probationary OSSTF Professional and Student Services Personnel Staff, maximum salary \$48,137.00 per annum), 1991 09 01 (Replacement)

Leslie Walberg (School Social Worker, Probationary OSSTF Professional and Student Services Personnel Staff, maximum salary \$48,137.00 per annum), 1991 09 01 (Replacement)

2. PERMANENT STAFF APPOINTMENTS

Confirmations

(a) That the following staff be confirmed in the position stated, effective as shown, with salary according to the salary schedule:

Olga Hencher (Elementary Principal), 1991 09 01
Donald Hostein (Elementary Principal), 1991 09 01
Clarke Johnson (Elementary Principal), 1991 09 01
David LaCombe (Elementary Principal), 1991 09 01
David Maddocks (Elementary Principal), 1991 09 01
Braden Knowles (Secondary School Principal), 1991 09 01
Paul Murphy (Secondary School Principal), 1991 09 01
Linda O'Grady (Elementary Principal), 1991 09 01
Gordon Perrault (Secondary School Principal), 1991 09 01
Archibald Campbell (Elementary Vice-Principal), 1991 09 01
Barry Coombe (Secondary Vice-Principal), 1991 09 01
Leland Currie (Secondary Vice-Principal), 1991 09 01
Patricia Fulton (Secondary Vice-Principal), 1991 09 01
Paul Gordon (Secondary Vice-Principal), 1991 09 01
Edward Grodecki (Elementary Vice-Principal), 1991 09 01
Elizabeth Jazvac (Secondary Vice-Principal), 1991 09 01
David MacKenzie (Elementary Vice-Principal), 1991 09 01
Lindy Millen (Elementary Vice-Principal), 1991 09 01
Phillip Morgan (Elementary Vice-Principal), 1991 09 01
Susan O'Brien (Secondary Vice-Principal), 1991 09 01
Carol Scaini (Elementary Vice-Principal), 1991 09 01
Karla Tessaro (Elementary Vice-Principal), 1991 09 01
Lauren Tindall (Elementary Vice-Principal), 1991 09 01
John Bald (Head of Department - Business), 1991 09 01
Robin Boughan (Head of Department - Art), 1991 09 01
Leigh Cockburn (Head of Department - Art), 1991 09 01
Dino Crapsi (Head of Department - Geography), 1991 09 01
Kenneth Jackett (Head of Department - Academic), 1991 09 01
Norma Jones (Head of Department - Business), 1991 09 01
Alex Komarniski (Head of Department - Geography), 1991 09 01
Robert McGall (Head of Department - Music), 1991 09 01

Ian Nesbitt (Head of Department - Boys' P.H.E.), 1991 09 01
 Jacqueline Norris (Head of Department - Languages), 1991 09 01
 Philip Scordino (Head of Department - Technical), 1991 09 01
 Michael Silbert (Head of Department - Mathematics), 1991 09 01
 David Simpson (Head of Department - History), 1991 09 01
 Richard Snider (Head of Department - Science), 1991 09 01
 Patricia Wheaton (Head of Department - Family Studies), 1991 09 01
 Agnese Bonin (Assistant Head of Department - Business), 1991 09 01
 Sandra Davidson (Assistant Head of Department -EASL), 1991 10 20
 Brian Henderson (Assistant Head of Department - Science), 1991 09 01
 Dennis McIlveen (Assistant Head of Department - English), 1991 09 01
 Elizabeth Rolland (Assistant Head of Department - English), 1991 09 01

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS

(a) That Stephanie King be assigned on a temporary basis as Head of Department (Guidance), effective 1991 09 01 to further notice.

5. TIMETABLE CHANGES

(a) That the following timetable change be approved, effective 1991 09 01, with salary according to the salary schedule:

Decrease

Robert Frame (E), from 1.0 to .5

6. RETIREMENTS - Nil

7. LEAVING EMPLOYMENT

(a) That the dates for the following teachers to leave the employ of the Board be approved:

Susan Clements (E), 1991 08 31
 Elizabeth McQueen (E), 1991 08 31

8. LEAVES

a) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Heather Abbott (E), 1991 09 23 to 1992 03 27
 Debra MacDonald (E), 1991 09 30 to 1992 04 03
 Elizabeth A. McQueen (S), 1991 09 01 to 1992 01 31
 Helen Senson-D'Addario (E), 1991 09 23 to 1991 12 13

(b) That the requests of the following staff for Leaves of Absence, effective as shown, be granted:

Leanne Huegel (OPEIU Educational and Lunchroom Assistant Staff), 1991 09 01 to 1992 05 31
 Terri Whitworth (OPEIU Educational and Lunchroom Assistant Staff), 1991 09 03 to 1992 01 03 [.5]

Leave Extensions

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Caroline McGinnis (E), 1991 09 01
 Dale Obermeyer (E), 1991 09 01
 June Outram (E), 1991 09 01

(b) That the request of the following staff for an extension of a Leave of Absence, effective as shown, be granted:

Nettie Allen (OSSTF Clerical and Technical Staff), 1991 09 01 to 1992 06 30

Return from Leave

(a) That the following teacher be returned from a Leave of Absence and assigned teaching duties, effective as shown, with salary according to the salary schedule:

Jean Barber (E), 1991 09 01

(b) That the following staff be returned from their Leaves of Absence, effective as shown:

Karen Galer (OPEIU Educational and Lunchroom Assistant Staff), 1991 09 03

Bonnie Good (OPEIU Secondary School Clerical and Secretarial Staff), 1991 08 05

9. OCCASIONAL STAFF APPOINTMENTS

(a) That the following teacher be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Lois Haslett (E), 1991 09 18 to 1992 03 25

10. OTHER

(a) That the request of Dennis Haynes to relinquish his position of Assistant Head of Department (Business), effective 1991 09 01, be approved.

(b) We regret to announce the death of Cheri L. Woolley, School Social Worker, on 1991 07 05.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

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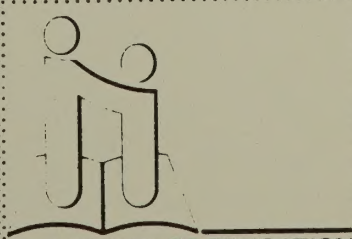
SEPTEMBER, 1991

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNIC.

OCT 7 1991

GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

PERSONNEL
AND
ORGANIZATION
COMMITTEE

INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1991 09 12

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Proposal for Special Assignment - Program Department 1
2. Job Coach - Transitional Work Experience Program (T.W.E.P.) 3

NEW BUSINESS:

1. (a) Staffing Report as of 1991 08 31 4
(b) Report on Supply Teachers as of 1991 06 30 6
2. Recommendations of the Director of Education 6
3. Staffing Report - Full-Time Equivalent Educational Assistant Positions . 6
4. Report of the Salary Committee 10

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 10
2. Requests for "Four Over Five" Plan 10

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**MINUTES OF THE
PERSONNEL & ORGANIZATION COMMITTEE
1991 09 12**

Present: Mrs. J. Bishop (Chairman); Trustees Hicks, Lowe, Mulholland, Paquin, R. Stewart and Cunningham.

Also

Present: Trustees Baskin, Clarke, Hill, Kennedy, Korz, McWhinnie, Rogers and A. Stewart.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
B. Sinclair (Superintendent of Human Resources)
D. Skidmore (Superintendent of Program)
M. Quinn (Superintendent of Schools - Area One)
N. Nicholls (Superintendent of Schools - Area Two)
R. Binns (Superintendent of Schools - Area Three)
P. Gillie (Superintendent of Schools - Area Four)
R. Lavoie (Superintendent of Schools - French as a First Language)
S. Rogers (Assistant to the Secretary)

Mrs. Bishop called the meeting to order and expressed regrets from Trustees Allen and Johnston for not being able to attend tonight's meeting. She then asked for confirmation of the minutes of the regular meeting of 1991 06 13 and special meeting of 1991 06 20.

Moved by Canon Rogers:

That the minutes of the regular meeting of 1991 06 13 and special meeting of 1991 06 20 be approved as presented. CARRIED

Mrs. Bishop drew the members' attention to the two items (Job Coach - Transitional Work Experience Program - T.W.E.P. and Requests for "Four Over Five" Plan) added on the agenda and requested the members' permission to accept these for consideration. She added that a two-thirds vote was required.

Moved by Canon Rogers:

That the two items, Job Coach - Transitional Work Experience Program - T.W.E.P. and Requests for "Four Over Five" Plan, be accepted as added agenda items. CARRIED

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

**Proposal for Special
Assignment - Program
Department**

Mrs. Bishop noted that this agenda item was tabled at the 1991 08 29 special meeting of the Personnel and Organization Committee.

Moved by Mrs. Baskin:

That the agenda item, Proposal for Special Assignment - Program Department, be lifted from the table for discussion and consideration. CARRIED

Recalling the discussion relating to this proposal at the 1991 08 29 special meeting of this Committee, Mr. Skidmore said the recommendation was brought forward at that time for the members' approval in principle. He noted that no specific information was reflected in that report in order not to give the impression that this proposal was already in place.

Mr. Skidmore provided background information on the report, highlighting the positive and negative aspects and cost

implications relating to the proposal. He assured the members that the potential disruption resulting from this arrangement would be kept to a minimum and should not be more disruptive than those experienced from other leaves of absence which occur during the school year.

In conclusion, Mr. Skidmore alluded to the significant amount of re-organization that has already taken place within the Program Department. He advised that the Action Team reports are expected by the end of November, 1991 or early December at which time he anticipates bringing back a model of the Program Department's proposed re-organization. Mr. Skidmore also stated that he would bring back a plan to cover the remaining one and a half years of Ms. G. Rappolt's secondment no later than December.

Moved by Mr. Stewart:

That authorization be given to appoint special assignment secondments in keeping with the report re Proposal for Special Assignment - Program Department for the period September, 1991 to January 31, 1992 and that the total salary for the replacement personnel not exceed the allocated salary (including travel allowance and benefits) of the Assistant Superintendent of Program for that period.

Mrs. Hill inquired if these positions will be posted. Mr. Skidmore responded not at this time and noted the Ontario Secondary School Teachers' Federation (O.S.S.T.F.) considers this direction to be within the terms of the Collective Agreement. Should it become necessary to expand the Special Assignment, Mr. Skidmore assured the members he would endeavour to include elementary personnel.

In response to Mrs. Hill's further question, Mr. Skidmore said three or four people are being considered at this point; however, their timetables are still being looked at closely. It is intended to have these staff in place by early next week if the recommendation is passed tonight.

Mr. McWhinnie, while supporting the recommendation, expressed concern with the possible precedent this arrangement may create and felt this direction may not be consistent with the concept of redeployment. He noted his preference for the Program Department to continue the redeployment process and "do things at less costs". In looking at the cost implications of the proposal, Mr. McWhinnie considered the cost difference of +\$10,488.00 to be minimal; however, with redeployment perhaps we do not have to spend the full amount available in salary and benefits.

Moved in amendment by Mr. McWhinnie:

That authorization be given to appoint special assignment secondments in keeping with the report re Proposal for Special Assignment - Program Department for the period September, 1991 to January 31, 1992 at a total cost of \$37,616.00.

Mr. Skidmore acknowledged Mr. McWhinnie's views but clarified that although redeployment of staff is being actively pursued, applying this principle with this special assignment

may result to a misconception among the trustees regarding the need for an Assistant Superintendent of Program at this time. He felt the Program Department has undergone enough restructuring at this point.

Recalling her endorsement of two Assistant Superintendents of Program, Mrs. Baskin expressed her opposition to this direction, i.e. creating a special assignment to fill this position. She noted that the Curriculum area was under staffed even when Ms. Rappolt was in this position.

Mr. Stewart agreed to incorporate the amendment in his motion.

The motion was voted on and was CARRIED.

Job Coach -
Transitional Work
Experience Program
(T.W.E.P.)

Mr. Skidmore expressed his appreciation to the members for entertaining this added agenda item.

Although the report of the Special Education Action Team has not been presented, Mr. Skidmore expressed confidence that this job has been of tremendous value to the Board. He reported that the person assuming the role of Job Coach for the T.W.E.P. program does very well in assisting the Senior Trainable Mentally Retarded students in their transition from academic pursuits into the world of work. He added that the Industrial Education Council (I.E.C.), in supporting this program, has pledged to create more jobs for these students.

Mr. Skidmore then discussed the financial implications relating to the remuneration for the position.

In response to Mr. Stewart's concerns, Mr. Skidmore clarified the budget implication and funding structure for this position. He assured the members that a final recommendation pertaining to this program will not be forthcoming until the report of the Special Education Action Team is available for the members' consideration.

Mr. Skidmore, in reply to Mr. Stewart's question, explained that the extension timeline to June, 1992 will facilitate planning for this position. He added that the positions reflected in the preceding report (Proposal for Special Assignment - Program Department) and this position (Job Coach - T.W.E.P.) have been brought forward for approval under different circumstances.

Moved by Mr. Stewart:

That the position of Job Coach (Transitional Work Experience Program) be extended to June, 1992 and the position be reviewed in light of the Recommendations of the Action Teams.

Canon Rogers and Mrs. Clarke expressed their support for the recommendation. In reply to Mrs. Clarke's query, Mr. Skidmore explained the co-ordinating function of the Job Coach, particularly the interaction with the parents and the private sector providing the job opportunities for these students. He noted the long waiting list of students needing this assistance.

Mr. Skidmore explained the term "Developmentally Challenged" and said this is now being used in place of "Trainable Mentally Retarded (T.M.R.)".

Mr. Kennedy expressed his reservation with the Board continuing with this program. He noted that the Board's mandate is to provide day school programs and felt the responsibility for the T.W.E.P. program should rest with the Ministry of Education.

The motion was put to a vote and was CARRIED.

NEW BUSINESS:

At this point in the meeting, Mr. McWhinnie requested items 3 (a) and 3 (b) under General - New Business to be considered first.

It was agreed:

That items 3 (a), Staffing Report as of 1991 08 31, and 3 (b), Report on Supply Teachers as of 1991 06 30, under General - New Business be dealt with at this time.

(a) Staffing Report as of 1991 08 31

Mr. Sinclair reviewed the report with the members, noting the figures have been updated to the end of August. He highlighted the inclusion of a new column showing the 1991 budget. He then clarified that the enrolment numbers reflected in the report are preliminary as the school officials are still tracking enrolment, particularly the registration at junior kindergarten classes which are opening next week. Mr. Sinclair reported that early projections indicate that the system may realize its enrolment forecast and may exceed the overall elementary and secondary enrolment figures combined. He said updated information on September enrolment will be presented at the October, 1991 meeting of this Committee.

Ms. Barbara Howard, Staffing Co-ordinator, in reply to Canon Rogers' query, remarked that it may be premature at this time to forecast the number of split-level classes and the pupil-teacher ratio in light of the school officials still looking into the enrolment data.

Canon Rogers suggested the officials should consider "re-visiting" the staffing requirements for teachers.

Mr. Sinclair assured the members that the Superintendents of Schools are overseeing the staffing needs throughout the school system.

Mr. Stockwell stated that the Superintendents of Schools have been enforcing across the system strict adherence to the budget, particularly with respect to teacher staffing needs. However, he noted this process may not be achieved easily due to a variety of factors. In spite of strong attempts to "get as close to the budget", the end result may be larger or more split classes. Mr. Stockwell advised that the Superintendents of Schools are currently finalizing the staffing needs and making appropriate adjustments.

In response to Canon Rogers question, Mr. Stockwell advised that an updated report may be expected next month when the enrolment figures are "firmed up". He reminded the members

that the requirement of the Ministry of Education is for the school boards to adjust their staffing based on the September 30th enrolment figures and that the Hamilton Board will be attempting to do this.

Referring to some concerns raised relating to school boundaries in her Ward, Mrs. Baskin inquired if a Board policy on school boundaries is in place. She felt this issue should be looked at closely to avert the rising confusion.

Mr. Stockwell advised that at this time the officials are currently addressing some concerns relating to school boundaries for the two new schools on the mountain.

Mr. Quinn acknowledged Mrs. Baskin's comments. He explained that enrolment among the schools may change due to student requests for transfer from one school to another for a variety of reasons. Although principals are usually receptive to these requests, Mr. Quinn advised that the current situation in Area 1 compels the school principals to enforce the requirements of the policy on school boundaries.

Referring to the influx of students transferring into the Hamilton school system, Mrs. Baskin called for consistency in considering these requests. She suggested that the issue on school boundaries should be addressed in the report relating to class sizes. She added that Area 1 should be re-examined in light of the current situation there.

Mr. Stockwell explained that the Board, through the Assessment Department and with the assistance of the Superintendents of Schools, has taken a strong stand regarding non-resident students. He clarified that if a student is not a resident of the City, either the Board which covers the area where that student resides should be prepared to assume the non-residency fees of the student or the parents assume the responsibility. He assured that the Hamilton Board is ensuring that this policy is strictly followed. In light of this arrangement, Mr. Stockwell noted the dramatic decline in the number of non-resident students at this time.

Mr. Hicks noted the 10% increase in enrolment at the secondary school level. Mr. Sinclair clarified that the 13,199 figure is the projected enrolment for September, 1991 which had fallen to 11,750 in June of 1991. He said enrolment is expected to increase again around this time, as a result of the school opening. The trend, however, is that the Board may lose about 5% to 10% in enrolment through the school year, regaining these figures come September.

In response to Mr. Hicks' query on student dropout rates, Mr. Stockwell reported that preliminary figures from the principals indicate the increase may be more than originally forecast at the secondary school level. However, this forecast has yet to be confirmed until completion of the actual tracking of students enrolled. He also suggested that the prevailing economic condition may be another key factor to be considered.

Mr. Sinclair, in answer to Mrs. Hill's question, explained that the 1991 budget figures covering the period September-

December, may largely be constant while there could be variances for the numbers relating to the June-September. He further explained that the 1991 budget figures will show the collective decisions reached by the Board for that year. Mr. Sinclair advised that the report for next month will show the actual versus the budget figures.

Referring back to the issue on school boundaries, Mr. Stewart wondered if a report from the officials may be forthcoming in light of the issues raised.

Mr. Stockwell assured the members the Board has defined boundaries for its schools and that students are encouraged to attend the schools within the area they reside.

Mr. Sinclair, in reply to Miss Cunningham's request, provided the following enrolment figures, noting that these were estimates pending confirmation: elementary schools = 26,108; composite secondary schools = 13,335; vocational secondary schools = 1,043; and schools for the trainable retarded children = 164; a total of 40,650 students.

Moved by Mrs. Clarke:

That the Staffing Report - Full Time Equivalent Positions as of 1991 08 31 be received for information. CARRIED

(b) Report on Supply Teachers as of 1991 06 30

In reviewing the report, Mr. Sinclair said this reflected the updated figures for the months of May and June. He noted that a new format showing further breakdowns will be presented beginning with the October, 1991 report. He added that all the suggested changes from the trustees will be reflected in the next report.

Ms. Stewart noted the high figures for personal illness during April and May and wondered if this is a usual occurrence.

Mr. Sinclair said there are various factors involved, e.g. prevalence of sick leave days during the winter months, etc.

Moved by Ms. Stewart:

That the Report on Supply Teachers as of 1991 06 30 be received for information. CARRIED

Recommendations of the Director of Education

Moved by Canon Rogers:

That the recommendations of the Director of Education be approved as presented. CARRIED

Staffing Report - Full-Time Equivalent Educational Assistant Positions

Mr. Sinclair reviewed the report and underscored the present problem facing the Board in its staffing needs relating to educational assistants. He noted that the present complement for educational assistants stems from the April, 1990 budget freeze on this position and is inadequate for the Board's needs.

In light of the identified additional needs resulting from changes and growth in enrolment in the Hamilton school system, Mr. Sinclair advised that the trustees' direction is required to address these needs. He added the staffing

requirement for educational assistants is crucial in junior kindergarten classes and for special needs children.

Mr. Sinclair said approximately 40 junior kindergarten classes are expected to be without educational assistants this school year and he suggested perhaps the Board would consider temporary measures, i.e. deploying educational assistants until the budget review has been completed. He agreed to bring a full report next month when a better perspective of the situation would be available.

In response to Mrs. Hill's question, Mr. Sinclair clarified that having educational assistants in Hamilton schools is a direction given by the trustees.

Ms. Gillie, in reply to Mrs. Hill's further query, explained that the Area Supervisors have been reviewing the educational assistants complement. However, the tracking may pose some difficulties in light of the different circumstances involved. She added that the first step is to consider the criteria and the numbers will then come into play. She added that the whole process should be in accordance with the Collective Agreement. Ms. Gillie also referred to the other considerations to look at, e.g. escalating need for junior kindergarten classes because of a growing neighbourhood, looking after the special needs children, etc. She concluded that applying a strict number for the educational assistants complement will be very difficult given the varied circumstances mentioned. She added that the officials intend to achieve the best possible set of solutions in all these situations and considerations.

Canon Rogers felt this concern is of grave importance, particularly in junior kindergarten classes. He could not imagine a junior kindergarten class without an educational assistant. He felt the Board could be in jeopardy if this situation is not addressed immediately. Acknowledging that the officials had to take this direction, i.e. the hiring freeze in light of budgetary restrictions, he suggested it may be appropriate at this point to consider options 1 and 3, as outlined in the report. He expressed his willingness to put forth a motion to this effect as he did not know if we could wait until next month to deal with this situation.

Mr. Korz recalled that this situation resulted from an earlier decision at Budget Review to reduce the number of school areas from five to four. The elimination of some positions as a result of this reduction included the five educational assistant positions. He felt the Board should exercise extreme caution in its decision-making process. He wondered what prompted Senior Management to bring this type of recommendation. He said a solid recommendation may be appropriate at this time. He mentioned that his discussions with some principals affirmed the seriousness of the issue.

Ms. Gillie recalled that when this information was being reviewed for the 1992 budget, the officials foresaw the closure of some junior kindergarten classes. However, at this time there is an increasing need for educational assistants, particularly in the area of special needs children. She said the Superintendents of Schools would appreciate a strong

direction from the members this evening to allow them to act, within the month of September, to continue to provide the program.

Mr. Korz suggested convening a special meeting of the Personnel and Organization Committee prior to the Board meeting in order to enable the officials to gather the information required for decision making.

Mr. Rielly clarified that a special meeting of the Personnel and Organization Committee is scheduled at 19:30 hours prior to the regular Board meeting. If the required information is available at that time, then consideration of this issue may be accommodated at that meeting.

Ms. Gillie affirmed that the data would be ready for the proposed meeting date.

In reply to Mr. Stewart's query, Ms. Gillie said the schools welcome parent volunteers and the favourite area is the junior kindergarten classes. She said volunteers also include students of Early Childhood Education classes.

Ms. Gillie said one alternative is considering redeployment particularly among the special needs children. In light of the freeze, she confirmed the difficulties encountered in most schools in trying to maintain the service through careful planning and "juggling" of the staff. Ms. Gillie said the Board has reached its limit now in redeployment and cannot "move anyone around".

Mr. Stockwell, in confirming the statements made by Ms. Gillie, envisioned further the resulting situation in the classes involved if the direction from the trustees pertaining to this issue is further delayed. He clarified that if the limit or cap on educational assistant positions remain, redeployment will have to continue. Mr. Stockwell advised the members that at the moment, we have ten junior kindergarten classes starting on Monday without educational assistants assigned because of cutting five positions through budget last year.

In light of this development, Mr. Stewart felt the Board may be better off establishing education classes under the Special Education umbrella.

Mr. Stockwell responded that the direction from the Ministry of Education is to normalize the educational experience for all children and the Hamilton Board has come a long way towards this direction. He added that establishing specialized classes will mean reverting back to something from which the educational system is moving away. Mr. Stockwell assured the members that the Area Supervisors are exerting their efforts in looking at all possible alternatives and avenues.

The Chair clarified further the intent of the report and the rationale for the proposed special meeting of the Personnel and Organization Committee to address the concerns raised this evening.

Mrs. Baskin cited the efforts of the Hamilton-Wentworth Roman Catholic Separate School Board in integrating its

classes. She called for the members' active participation at the meetings of the Special Education Advisory Committee of the Board in order to gain a clearer perspective of the situation relating to special education. She called for caution in the Board's decision-making process to avoid "patch-up" remedies later on. She sympathized with the resulting difficult predicament for Senior Management.

Ms. Gillie, in response to Mrs. Hill's concerns, said it may be possible to have temporary educational assistants to handle the situation in schools for next week. She added that the Superintendent of Schools, under normal circumstances, would look at temporary educational assistants to alleviate the need.

Canon Rogers was unwilling to wait until the regular Board meeting and challenged the other trustees to look into this situation tonight.

Moved by Canon Rogers:

That the Staffing Report - Full Time Equivalent Educational Assistant Positions be received for information and that the Board utilize temporary Educational Assistants to cover the additional needs until the 1992 Budget Review process is complete.

Ms. Stewart said she would be in support of the motion with a "qualifier". Although she acknowledged the good intent of the motion, she preferred the inclusion of specific requirements, e.g. the number of educational assistants required, etc.

Although she appreciated the volunteer work of the parents and student groups taking early childhood courses, Ms. Stewart felt everything should be done to encourage these people but the that Board should ensure they are not placed in a position of liability. She said it is the Board's responsibility to see through its staffing needs.

Mr. Korz preferred seeing the required information prior to the proposed special meeting. He was willing to accept this report for information but felt the motion on the floor should be amended relative to its timeline.

Moved in amendment by Mr. Korz:

That the Staffing Report - Full Time Equivalent Educational Assistant Positions be received for information and that the Board utilize temporary Educational Assistants to cover the additional needs until a report comes to this Board for consideration.

In light of concerns with the timelines for hiring temporary educational assistants prior to the regular Board meeting, Ms. Gillie confirmed this could be done.

Ms. Gillie, in response to Mr. McWhinnie's query, clarified further the educational assistant complement for the junior kindergarten classes and for the special needs children.

Canon Rogers explained the intent of his motion encompasses all classes requiring educational assistants in light of the seriousness of the situation at this time.

Ms. Gillie, in response to Mrs. Hill's concerns, affirmed that temporary educational assistants have been in place to address the situation for the last few weeks. She noted these temporary positions are covered by the budget for occasional staff.

Ms. Gillie confirmed Mr. McWhinnie's understanding that temporary educational assistants are already in place to cover the 16 "new special needs" cases. The officials are now seeking direction regarding five educational assistants for the junior kindergarten classes for one week.

The amendment was put to a vote and was CARRIED.

The motion, as amended, was voted on and CARRIED.

At this point in the meeting, Mr. Hicks expressed his concern with statements made by Mrs. Baskin relative to the Board's budget review process as well as her comments regarding some trustees' not actively participating in other Board committee meetings. As the trustees and officials are in the process of trying to put a handle on items relating to the Board's budget process, as well as building a good public image, particularly with the taxpayers, he felt such statements may be inappropriate especially in the presence of the media.

At an in-camera session, the following recommendations were considered and approved:

Moved by Mr. Stewart:

That the following Report of the Salary Committee be approved:

(a) That the Pay Equity Plan as drafted for Elementary Teachers be approved, subject to a signed Memorandum of Agreement with the Board's Elementary Teacher Affiliates.

(b) That the amended Administrative (Non-Union) Pay Equity Plan be re-posted in compliance with the order from the Pay Equity Commission. CARRIED

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Mr. Korz:

That the recommendations of the Director of Education be approved as presented. CARRIED

Requests for "Four Over Five" Plan

Moved by Mr. Stewart:

That the following requests for "Four Over Five" Plan be approved:

(a) That approval be granted for the requests of the following teachers for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") of the Secondary Collective Agreement for the 1995-96 school year, effective 1995 09 01 to 1996 06 30:

Barbara Jantzi
Steven Pearson
Ann Pocq

(b) That approval be granted for the requests of the following teachers for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") of the Elementary Collective Agreement, effective as shown:

Barbara Pearson, 1995 09 01 to 1996 06 30 (1995-96 School Year)
William Ewoniak, 1993 09 01 to 1994 06 30 (1993-94 School Year)

CARRIED

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

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minutes of the
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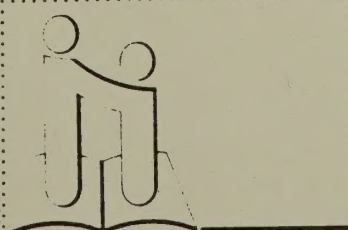
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**ORGANIZATION
COMMITTEE**

URBAN MUNICIPAL

NOV 1 1991

GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

PERSONNEL
AND
ORGANIZATION
COMMITTEE

INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1991 10 10

PAGE

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Affirmative Action/Employment Equity Co-ordinator 6
2. Report of the Affirmative Action/Employment Equity Committee 5
3. Report re the Lines and Areas of Responsibility (Flowchart)
- Central Office Superintendents 1

NEW BUSINESS:

1. Recommendations of the Director of Education 2
2. Computers, Library, Media Re-organization 2
3. Update - Academic Staffing Co-ordinator 2
4. (a) Staffing Report 3
(b) Report on Supply Teachers 4

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

1. Report re the Lines and Areas of Responsibility (Flowchart)
- Superintendents of Schools 5

NEW BUSINESS:

1. Recommendations of the Director of Education 5

In response to Mr. Mulholland's suggestion, Mr. Sinclair agreed to include a flowchart reflecting the Hamilton Board members. (See attached revised flowchart)

Mr. Hicks considered the report excellent.

In reply to Mr. Hicks' query, Mr. Sinclair advised that job titles were validated through the Internal Pay Equity Plan. Over a period of time, however, jobs change and titles do not. A procedure is being established to provide for a standard of consistency when a job changes which may require a title change. Mr. Sinclair assured the members any such changes will be authorized and validated, i.e. there will be proper control on the proper use of titles.

Mrs. Deans also offered her appreciation for the report.

Responding to Mr. Stewart's query, Mr. Sinclair clarified that names are not shown for School Foremen (flowcharts - Superintendents of Schools) in the same way that the officials decided not to show names in some areas of the organization, e.g. Caretaking and Maintenance Staff, Principals/Vice-Principals, Teaching Staff and Educational Assistant Staff and other staff working in the schools due to the number of positions involved.

Moved by Canon Rogers:

That the Report re the Lines and Areas of Responsibility (Flowchart) - Central Office Superintendents be received for information. CARRIED

NEW BUSINESS:

Moved by Canon Rogers:

Recommendations of the Director of Education

That the recommendations of the Director of Education be approved as presented. CARRIED

Computers, Library, Media Re-organization

Mr. Skidmore discussed the report, noting that the integration of the three key areas was done in accordance with the philosophy of achieving the best means of delivering the Board's varied programs and services to the students.

Moved by Canon Rogers:

That the Report re Curriculum Resources and Technologies Department (Computers, Library, Media Re-organization) be received for information. CARRIED

Update - Academic Staffing Co-ordinator

In reviewing the report with the members, Ms. Howard expressed her appreciation for the opportunity extended to her in assuming the position of Academic Staffing Co-ordinator. She explained the nature of the job and emphasized that the position is quite different from that previously held by Mr. R. Kennedy, former Assistant Superintendent of Staffing. Ms. Howard then discussed briefly the highlights of the report, e.g. her contacts with various faculties of education in recruiting teaching staff, the development of an interview process for new

occasional teachers, the recently held in-service session for this group and the newly formed Elementary Staffing Committee composed of teachers, principals, superintendents and trustees.

Ms. Howard, in discussing the nature of the Elementary Staffing Committee, stressed that the committee was struck primarily to provide a planned review of present academic staffing practices and procedures at the Elementary School level. She also referred to a forthcoming review of staffing procedures in secondary schools by one of our Superintendents of Schools and some principals of secondary schools and that she, as Staffing Co-ordinator, will be working with a small work team in establishing timelines for the 1991-1992 review of the staffing process.

Mr. Stewart expressed concerns with the report and felt it appropriate to consider these at an in-camera session.

Miss Cunningham agreed with Mr. Stewart and, with all the members in agreement, the meeting went in-camera.

At the in-camera session, the following recommendation was considered and approved:

Moved by Canon Rogers:

That the topics of "Posting/Role of the Schools" and "Transfers of Existing Staff" be discussed by the Elementary Staffing Committee following the conclusion of salary negotiations. CARRIED

At the resumption of the public meeting, the following motion was considered and approved:

Moved by Mr. Hicks:

That the Update re Academic Staffing Co-ordinator be received for information. CARRIED

(a) Staffing Report

Mr. Sinclair reviewed the report. He noted that the figures from the last report were adjusted accordingly as new data became available. He provided the following update for the September, 1991 enrolment figures:

Elementary	26,121
Secondary Composite	13,429
Secondary Vocational	1,113
T.R.	154
TOTAL	40,817

Mr. Sinclair then explained how the above enrolment figures relate to the 1991 budget.

In response to Mr. McWhinnie's inquiry, Mr. Sinclair clarified that the 15 temporary Educational Assistants recently hired represent an expense charged against the Temporary Staff Budget, i.e. Casual/Temporary Staff payroll. He noted that information on the casual staff is not reflected in the Staffing Report.

In reply to Mr. McWhinnie's further question, Mr. Shewfelt confirmed that the Board will exceed this year's budget for Educational Assistants by \$146,000 with the hiring of the 15 casual Educational Assistants.

Mr. Hicks noted the rising staff needs for the Lunchroom Program as approximately 60% of the Elementary School students seem to be availing themselves of the program. Mr. Stockwell advised that this is an area currently being monitored by the officials and a report may be forthcoming to the Operations Management Committee.

In response to Mrs. Deans' request, Mr. Stockwell explained the nature of the Lunchroom Program at the Secondary School level, noting that its whole concept is quite different from the program for the Elementary schools. He clarified that the Board aims to provide a Lunchroom Program for its Elementary School students with some educational aspect attached to the program, while the Secondary Schools merely provide "skeleton" staff in the cafeteria primarily to sell food.

Mrs. Deans noted the declining enrolment for the Trainable Retarded children. She wondered about the rationale behind the 20 pupil difference reflected in the report and expressed concern with the possibility that Hamilton students are transferring to another school system.

Ms. Gillie advised that the figure may correspond to the number of students age 21 who have graduated from the system. As it may be incorrect to assume that all the 20 students have graduated, Ms. Gillie expressed confidence that about 15 to 16 students represent the "graduates", with other students moving, etc.

Moved by Mr. Kennedy:

That the Staffing Report - Full Time Equivalent Positions be received for information. CARRIED

b) Report on Supply Teachers

Mr. Sinclair advised that the September figures were not reflected in the report as the occasional teachers would not be paid their salaries until 1991 10 16. He said updated figures will be presented in the next report which will be reformatted to show the breakdown in elementary/secondary and the number of teaching days.

In reply to Miss Cunningham's request, Mr. Sinclair explained the salary payment process for the occasional teaching staff.

Moved by Canon Rogers:

That the Report on Supply Teachers be received for information. CARRIED

ELEMENTARY/SECONDARYBUSINESS ARISING OUT OF THE MINUTES:Report re the Lines and
Areas of Responsibility
(Flowchart) -
Superintendents of
Schools

Moved by Canon Rogers:

That the Report re the Lines and Areas of Responsibility (Flowchart) - Superintendents of Schools be received for information. CARRIED

NEW BUSINESS:Recommendations of the
Director of Education

Mr. Mulholland signified his intent to raise some questions on the promotion procedure, in particular Clause 3 (a) (iii) and (iv) on Page 37 of the Recommendations of the Director. There was consensus among the members to deal with Mr. Mulholland's concerns in-camera.

Moved by Canon Rogers:

That the Recommendations of the Director of Education, excluding Clause 3 (a) (iii) and (iv), be approved as presented. CARRIED

The Committee then moved to an in-camera session.

At the resumption of the public meeting of the Personnel and Organization Committee, the following motion was considered and approved:

Moved by Mr. Kennedy:

That the following recommendations of the Director of Education be approved:

3. PROMOTIONS

(a) (iii) That Richard Brooks be appointed to the position of Acting Assistant Head of Department (Business), effective 1992 02 01, with salary according to the salary schedule. CARRIED

(iv) That Vincent Martorelli be appointed to the position of Adjustment Consultant (Area 3), effective 1991 10 21 to 1992 06 30, with salary according to the salary schedule.

(Replacements)

CARRIED

GENERALReport of the
Affirmative Action/
Employment Equity
Committee

Mr. Sinclair acknowledged the presence of Ms. Linda Sproule-Jones and the Facilitators involved with the Board's Policy Against Harassment.

The Committee then met in-camera to consider the presentation of the Facilitators.

At the public session, the following motion was considered and approved:

Moved by Mrs. Clarke:

That the following Report of the Affirmative Action/Employment Equity Committee be approved:

a) That the Report on the Policy Against Harassment be received for information and that current procedures in utilizing Facilitators, with co-ordinating responsibility in the position of Affirmative Action/Employment Equity Co-ordinator, as outlined in the Report, be adopted as the most cost effective and best way of serving the interests of the Board and its employees.

b) That the Report of the Ministry of Education Survey on Employment Equity Program be received for information and that a copy of the completed Ministry of Education survey be presented to this committee.

CARRIED

Affirmative Action/
Employment Equity
Co-ordinator

Mrs. Bishop noted that this agenda item was tabled at the June, 1991 meeting of the Personnel and Organization Committee.

Moved by Dr. Johnston:

That the agenda item, Affirmative Action/Employment Equity Co-ordinator, be lifted from the table for discussion and consideration. CARRIED

Mr. Sinclair reviewed the report entitled "Co-ordination of Affirmative Action/Employment Equity Program" and recalled the direction given by the trustees at the June meeting for the officials to bring back additional information regarding the position of Affirmative Action/Employment Equity Co-ordinator, particularly a job description. He then discussed the key responsibilities of the position as outlined in the report.

In explaining the nature of employment equity and the initiatives coming from the Ministry of Education, Mr. Sinclair emphasized that the Affirmative Action/Employment Equity program now calls for more stringent compliance by employers. He considered conformity with the law to be the most important objective of the program for this Board.

Mr. Sinclair presented the three options considered by the officials for maintaining the program. Recognizing the financial restraint permeating throughout the system, he assured the members that the officials had looked closely at redeployment from within the Human Resources Department (HRD) and found no available staff to carry on the responsibilities of the Affirmative Action/Employment Equity Co-ordinator at this time. In soliciting the members' approval of the recommendation in the report, Mr. Sinclair affirmed that the outstanding

nature of the program could be maintained through having a central Co-ordinator; however, he said the officials would welcome direction from the members on the best option to take in filling this position.

Moved by Mr. Stewart:

That a replacement be assigned to the position of Affirmative Action/Employment Equity Co-ordinator on a half-time basis.

Mr. Hicks noted that Mr. Sinclair alluded to the current budget restraint and the "tight" staff complement within HRD. While expressing his support for the Board's Affirmative Action/Employment Equity program, Mr. Hicks suggested filling the position on a full-time basis with half the salary costs (\$25,000) provided through the budget and the other half (\$25,000) from redeployment or reallocation from within HRD. He considered this option an innovative way of filling the position and much more preferable than losing the position altogether. Adding that his suggestion may give the officials an opportunity to "re-visit" the Board's financial resources, Mr. Hicks felt Mr. Sinclair could look into this direction then come back to the Board with the required information.

Although finding Mr. Hicks' proposal interesting, Mr. Sinclair expressed concerns with the difficulty in achieving the expected outcome.

In response to Mr. McWhinnie's request, Ms. Sproule-Jones, former Affirmative Action/Employment Equity Co-ordinator, clarified the job responsibilities of the position in terms of the number of work hours allotted (in percentage). She noted that recent requirements from the Ministry of Education may call for more work hours from the Co-ordinator.

Looking at the organization flowchart for the Human Resources Department, Miss Cunningham expressed interest in the position of Program Consultant for Race Relations and Ethno-cultural Equity Project. With this program due for completion soon and the person in place returning to the classroom, she wondered how the Board will utilize the funds allotted for this position.

Mr. Sinclair responded that the work of the Race Relations and Ethno-cultural Equity program is related as much to the Program Department as it is to HRD. The Consultant's job has been assigned from the Program Department with a link to HRD. He did not think the salary cost of the position is within the HRD budget.

Mrs. Clarke understood the intent of Mr. Stewart's motion; however, she could not see the program being handled by a Co-ordinator on a half-time basis. She also recognized that hiring a full-time replacement may pose some difficulties from a financial standpoint for the Board.

Mr. Rielly, in clarifying Mr. Hicks' suggestion, wondered if the members wished to restrict the "finding" of the required funds within HRD as the program covers all employees across the Board.

Mr. Sinclair said he would prefer a full-time assignment for the position rather than HRD having to pick up half the salary costs.

Mr. Hicks, in recognizing the need for a full-time position, felt the Board would be willing to commit \$25,000. If the officials must look "outside" HRD's budget for the remaining funds, he stated that would not be a problem.

At this point, Mr. Stewart requested permission to withdraw his motion. The Chair called for a vote on the withdrawal of the motion and it was CARRIED.

Moved by Mr. Stewart:

That the Report re Co-ordination of Affirmative Action/Employment Equity Program be received for information and that a replacement be assigned to the position of Affirmative Action/Employment Equity Co-ordinator on a full-time basis with half the salary costs provided through the budget allocation and the other half through redeployment from other sources within the Board. CARRIED

Mr. McWhinnie expressed concern that the Board is "boxing" itself in with this motion creating it as a full-time position.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

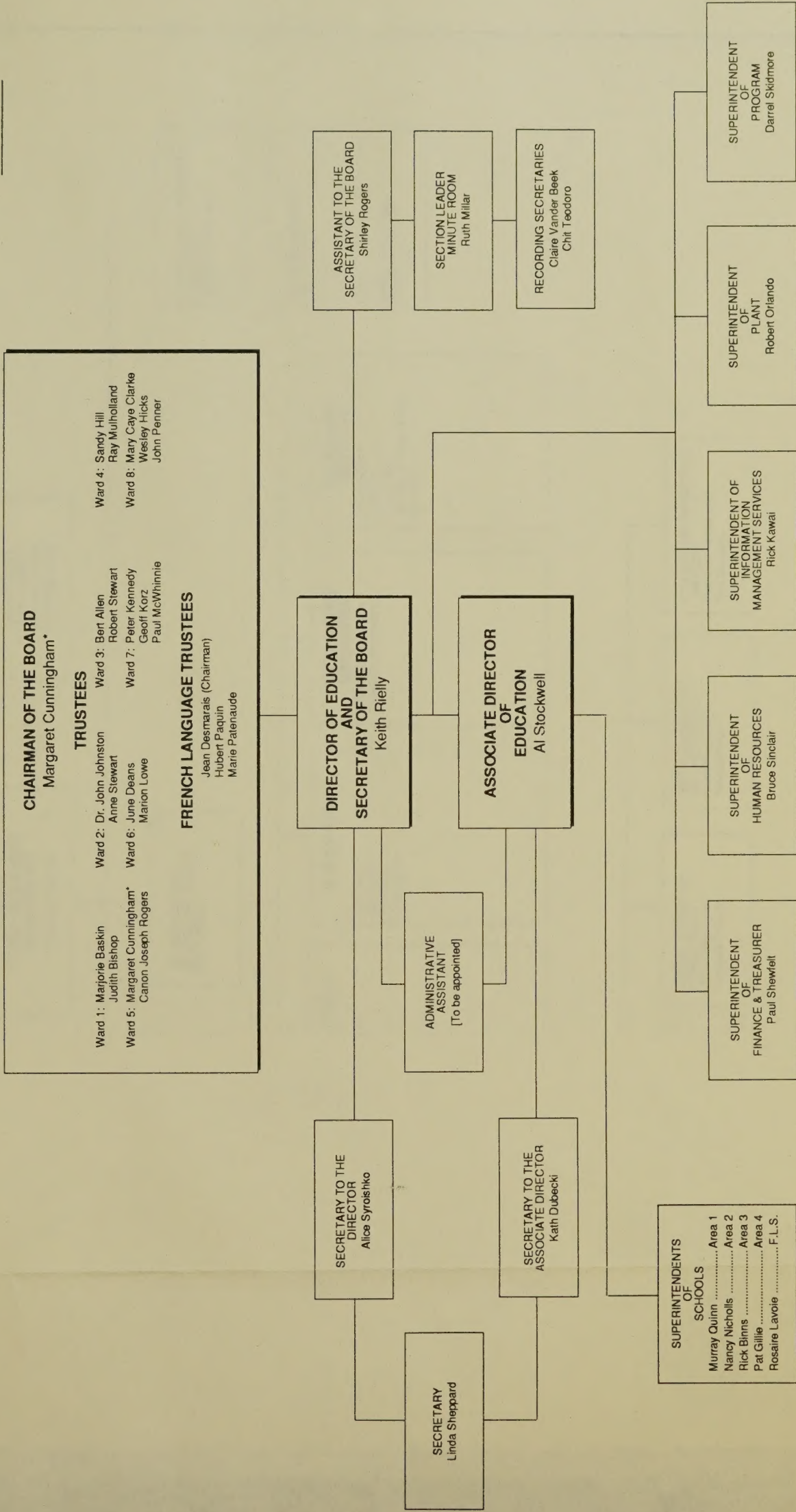
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Atts.

HAMILTON BOARD OF EDUCATION OFFICE OF THE DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

SEPTEMBER/1991

REVISED



1. The Board of Directors of the Corporation, which is a body of five members, was organized on the 12th day of January, 1901, and has since that time been in continuous session.

2. The Board of Directors has since its organization held a number of meetings for the purpose of conducting the business of the Corporation.

3. It is the policy of the Corporation to conduct its business in a lawful and proper manner, and the Board of Directors has endeavored to carry out this policy in all its actions.

4. In addition, the Board of Directors has endeavored to conduct its business in a proper and lawful manner, and the Board of Directors has endeavored to carry out this policy in all its actions.

5. The Board of Directors has endeavored to conduct its business in a proper and lawful manner, and the Board of Directors has endeavored to carry out this policy in all its actions.

6. The Board of Directors has endeavored to conduct its business in a proper and lawful manner, and the Board of Directors has endeavored to carry out this policy in all its actions.

7. The Board of Directors has endeavored to conduct its business in a proper and lawful manner, and the Board of Directors has endeavored to carry out this policy in all its actions.

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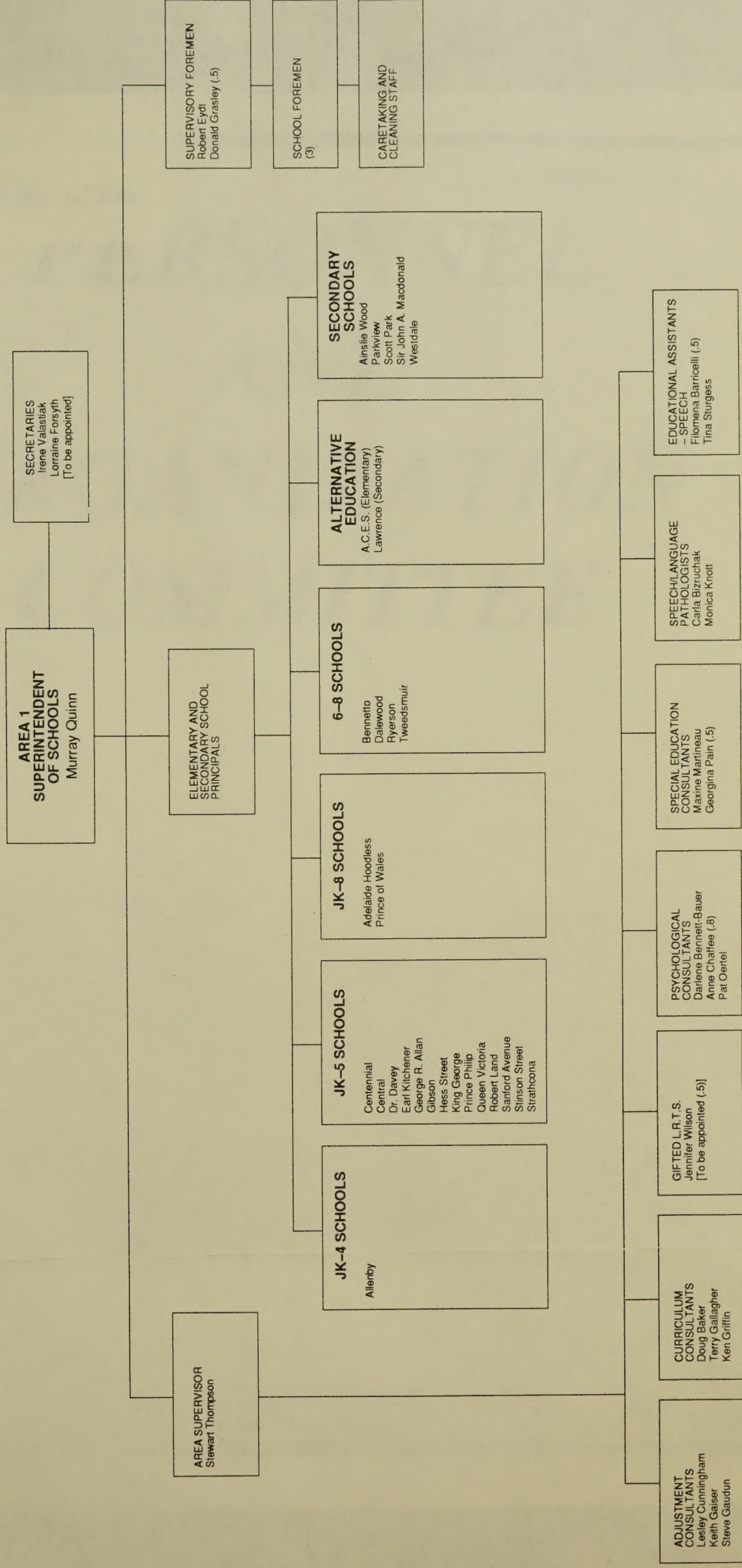
9. The Board of Directors has endeavored to conduct its business in a proper and lawful manner, and the Board of Directors has endeavored to carry out this policy in all its actions.

10. The Board of Directors has endeavored to conduct its business in a proper and lawful manner, and the Board of Directors has endeavored to carry out this policy in all its actions.

HAMILTON BOARD OF EDUCATION AREA 1 OFFICE

REVISED

SEPTEMBER/1991



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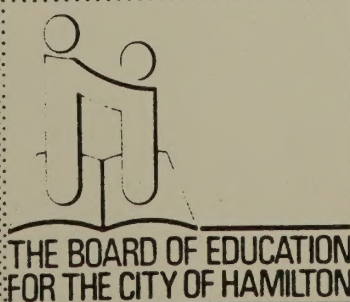
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NOVEMBER, 1991

PERSONNEL AND ORGANIZATION COMMITTEE



INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1991 11 14

PAGE

G E N E R A L

BUSINESS ARISING OUT OF THE MINUTES:

1. Proposed Policy on Accommodation of Employees under the Human Rights Code and Workers' Compensation Act 1
2. Superintendent of Program - Interview 7

NEW BUSINESS:

1. Recommendations of the Director of Education 2
2. (a) Staffing Report 3
- (b) Report on Class Size Statistics, Elementary Panel
 as of 1991 09 30 4
- (c) Report on Supply Teachers 5
3. Motion to Thank the Chairman 6

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 6
2. Request for "Four Over Five" Plan 6

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**MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1991 11 14**

Present: Mrs. J. Bishop (Chairman); Trustees Hicks, Lowe, Mulholland, R. Stewart and Cunningham.

Not

Present: Trustee Paquin.

Also

Present: Trustees Allen, Baskin, Clarke, Deans, Desmarais, Hill, Johnston, Kennedy, McWhinnie, Penner, Rogers and A. Stewart.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
P. Shewfelt (Superintendent of Finance and Treasurer)
B. Sinclair (Superintendent of Human Resources)
D. Skidmore (Superintendent of Program)
R. Orlando (Superintendent of Plant)
R. Kawai (Superintendent of Information Management Services)
M. Quinn (Superintendent of Schools - Area One)
N. Nicholls (Superintendent of Schools - Area Two)
R. Binns (Superintendent of Schools - Area Three)
P. Gillie (Superintendent of Schools - Area 4)
S. Rogers (Assistant to the Secretary)

Mrs. Bishop called the meeting to order and expressed regrets from Trustees Korz and Paquin. She then asked for confirmation of the minutes.

Moved by Canon Rogers:

That the minutes of the regular meeting of 1991 10 10 and special meetings of 1991 10 17 and 1991 10 24 be approved as presented. **CARRIED**

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

**Proposed Policy
on Accommodation
of Employees
under the Human
Rights Code and
Workers' Com-
pensation Act**

Mr. Sinclair provided an overview then called on Ms. Sue Mawson, Career Counsellor, who briefly discussed the highlights of the report, particularly the principles that should apply in the implementation of Accommodation.

Moved by Mrs. Deans:

That the following Policy re: Accommodation of Employees in response to legal requirements under the Ontario Human Rights Code and Worker's Compensation Act be approved:

The Board of Education for the City of Hamilton supports equality of opportunity and fair employment practices for all employees. To that end, the Board recognizes and accepts its legal responsibilities under the Human Rights Code and Workers' Compensation Act to accommodate the individual needs of persons with an injury, illness or disability, in order to assist them in performing the duties of their jobs. **CARRIED**

Ms. Mawson stated the highlights of the two legislations encompassing this policy will be included with the minutes (see attached Appendix).

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Dr. Johnston:

That the recommendations of the Director of Education be approved as presented.

Mr. Stewart referred to one of two secondary schools, i.e. Scott Park Secondary School, which at this time is sharing the services of one Administrative Assistant as a result of the 1990 budget reduction. He wondered if the proposed Administrative Assistant position for the Adult and Continuing Education Department in clause 3(a) may be modified with the services of that person being appointed to be shared with a smaller secondary school.

Mr. Sinclair clarified that the officials are following the direction given by the Board in filling this position. He said it is necessary to have a full-time staff for this job as it entails a tremendous amount of work.

Acknowledging the Board is now faced with serious financial problems, Mr. Stewart felt finding a way for this position to be "doubled up" with another school may be an opportunity for the Board to generate some savings. He urged the officials to look into a combined effort towards reducing costs with respect to this position.

Mr. Sinclair commented "most things are possible" and that if this is the wish of the Board, then the officials will follow it and consider Mr. Stewart's suggestion.

Moved in amendment by Mr. Stewart:

That the recommendation of the Director of Education relative to the appointment of the Administrative Assistant, Adult and Continuing Education Department be referred to the Budget Review Committee.

Mrs. Baskin considered the Adult and Continuing Education Department to be an area very different from a secondary school. Noting further that Adult and Continuing Education is one program where the Board derives grants from the Ministry of Education, she felt this Administrative Assistant position requires a full-time person to perform the job.

Mrs. Clarke agreed with Mrs. Baskin's views and reiterated this position is not comparable to that of the Administrative Assistant for a secondary school.

Mr. Rielly confirmed the members were looking at two different positions with two completely different job descriptions. Mr. Sinclair clarified the process undertaken in filling the position in relation to the job description outlined in the posting. If the amendment passed, he expressed concern that this direction may be contrary to the way the officials entered into the interview process with respect to this position.

Mrs. Deans considered modifying the position now would be unfair to the person being appointed to the job.

Mr. Sinclair cautioned that if the Board approves this alternative route it may be perceived as denying the opportunity for this position to this person. He concluded the position would have to go to someone presently performing the duties in one of our secondary schools which would require changing that job.

In fairness to the person named in the recommendation, Mrs. Lowe wondered what the nature of the position will be if modified. She believed this action may be inappropriate at this time as she felt the Board "has reached the point of no return".

Dr. Johnston was opposed to the amendment. He said Adult and Continuing Education is one area which the public, i.e. adult learners closely recognize in light of the program "touching" on their educational needs. Dr. Johnston endorsed having a full-time staff for this position.

Mr. Stewart recalled his opposition to the motion passed at the Budget Review Committee meeting regarding the position of Administrative Assistant being shared by two high schools as a result of twinning. He admitted his amendment tonight may reflect a "sour grape" attitude.

The amendment was put to a vote and was LOST.

Mrs. Clarke referred to the resignation of Mr. Peter Kurelek, Information Assistant - Communication Services Department. She acknowledged the opportunity of working with him and offered her good wishes.

The original motion was put to a vote and was CARRIED.

(a) Staffing Report

In looking at the staffing figures for the schools, Mr. Stewart noted the decrease in secondary school students but an increase in the number of teachers in that panel. He questioned whether the enrolment totals were accurate as he felt we were "missing 70 students". A subsequent check revealed a typing error, the total enrolment figure for September, 1991 should read 40,822 rather than 40,817.

Mr. Sinclair explained the additional staff is required to remain in compliance with our component staffing formula. He attributed the decline in enrolment to the usual pattern of "dropout" students (including high-risk students) after school has started, resulting from a variety of reasons, e.g. moving out of Hamilton, finding employment, transfer to another school system, etc. Mr. Sinclair then called on Mr. O. Jackson, Supervisor - Research Services, to provide further comments while he investigated Mr. Stewart's concern with the figures.

Mr. Jackson stated the decline in enrolment for the period September 30, 1991 to October 31, 1991 is similar to that experienced in the past. He said the monthly decline can be as high as 2.5% at this time of the year with last month's report indicating the system has lost about 10% for all of last year or about 1,100 students. Mr. Jackson assured the members that this is not an unusual year in terms of declining enrolment.

Referring to a recent study of a sample population in our schools relating to enrolment, Mr. Stockwell explained the process undertaken.

He reported that of a sampling of 103 students from the total 344 who left school between September 30 and October 31 of this year, 44 students sought employment, 11 left school because they found employment, 4 were accepted at colleges in the United States, 10 were accepted at community colleges, 12 transferred to vocational schools, 12 transferred to other systems, 4 moved out of the City and 6 left for a variety of reasons, e.g. illness, etc. After looking at the pattern, it was found that October represented the largest decrease. He explained the process involved with the Board's practice of taking back high-risk students during the months of September and October in order to give them a chance to try at school again. When this does not work out for these students, then the Board experiences a significant decline in its enrolment.

In response to Mrs. Deans' inquiry, Mr. Stockwell discussed the strategies employed in dealing with high-risk students. Given the variety of reasons for these students' problems, Mr. Stockwell acknowledged the difficulty experienced in attempting to identify, counsel and assist them.

Responding to Miss Cunningham's query, Mr. Jackson advised that the dropout rate in November is expected to be substantially less than the dropout rate in October.

Miss Cunningham recalled a request made at the last meeting that trustees be provided updates on the enrolments as of mid-month. She requested indulgence from the trustees and officials in clarifying this area because she believed having this information on enrolment and staffing figures will assist the Board in knowing where it is coming from in terms of its staffing process. She stressed the fact that these numbers equate to a sizeable dollar amount in the budget.

Moved by Mrs. Clarke:

That the Staffing Report - Full Time Equivalent Positions be received for information. CARRIED

(b) Report on
Class Size
Statistics,
Elementary Panel
as of 1991 09 30

Mr. Jackson presented the report.

Mr. Jackson, in reply to Mr. Stewart's question, confirmed that the class size reflected in the report (Page 15) for the Grade 7 class Adelaide Hoodless Elementary School is correct.

Mr. Quinn affirmed his awareness of this situation and said this involves reporting problems. He clarified the two Grade 7 classes are self-contained units while a third class draws special education students from those two classes.

Referring to Page 12 of the report, Mr. Jackson explained that the class sizes for the French Immersion program are no different from those of other programs and commented the situation involves a "question of getting the program underway in different sections of the City".

Mrs. Baskin commended the smaller classes at Helen Detwiler Elementary School and said the members should be proud of the Board's class sizes now.

Referring to Page 14, Mr. Mulholland expressed concern with the large classes at W. H. Ballard Elementary School. Mrs. Deans also noted a similar situation at Richard Beasley Elementary School and Lawfield Elementary School.

Mr. Stockwell referred to the exercise the Superintendents of Schools go through to achieve staffing figures to comply with the budgeted figures for each year. He expressed confidence that the Superintendents of Schools have done very well in spite of this being a difficult process. Mr. Stockwell stated the Board may not totally avoid having large classes in some cases and noted the "balancing act" for these situations the Superintendents of Schools must go through to achieve the optimum results. He assured the members that the officials are doing the best they can to resolve this issue.

In reply to Mrs. Deans' further question, Mr. Stockwell clarified that the situation at Lawfield Elementary School constitutes a facility problem, i.e. facilities are not available at this time to cover the increasing enrolment in that school.

Ms. P. Gillie, Superintendent of Schools - Area 4, affirmed Mr. Stockwell's earlier statements. She said although the situation may be within the bounds of the Collective Agreement, the resulting large classes in some cases are due to escalating accommodation problems. Ms. Gillie noted the high population in some of our schools is another problem requiring closer consideration.

Mrs. Deans reiterated her concerns with the large classes in some schools and urged the officials to look closely into this matter particularly the number of special education students being placed in these classes.

Moved by Mr. Mulholland:

That the Report on Class Size Statistics, Elementary Panel as of 1991 09 30 be received for information.

In response to Mrs. Bishop's question, Mr. Jackson clarified the process relating to the adjustment for English as a Second Language (EASL) class on Page 10 of the report. He noted this is not similar to the regular EASL program.

The motion was put to a vote and was CARRIED.

(c) Report on
Supply Teachers

Mr. Sinclair reviewed the report and noted the reformatted reporting system which now includes separate reports for the Elementary and Secondary panels. He referred briefly to the restraint measures which have been put in place which show up in usage and cost control.

Mr. McWhinnie questioned a figure on Page 17 and then asked the reason for the high personal illness difference between the two panels. (The total expense figure on Page 17 should read 2,248,275 rather than 2,428,275.)

Mr. Sinclair replied the coverage for absent teachers in the secondary panel would be quite different than in the elementary panel. He then explained there is a procedure for more internal coverage in the secondary panel.

In reply to a question on absences, Mr. Sinclair said there is an historical trend throughout the Province for a higher absence average in the elementary panel than in secondary, partially explained by being exposed to more illnesses among young children (flu and colds).

Moved by Dr. Johnston:

That the Report on Supply Teachers be received for information.
CARRIED

**Motion to Thank
the Chairman**

Moved by Mr. Mulholland:

That the members express to Mrs. Judith Bishop their appreciation for the effective and competent manner in which the meetings of this Committee have been conducted throughout this past year. **CARRIED**

ELEMENTARY/SECONDARY

NEW BUSINESS:

**Recommendations
of the Director
of Education**

Moved by Mrs. Deans:

That the recommendations of the Director of Education be approved as presented. **CARRIED**

At an in-camera session of the Personnel and Organization Committee, the following motion was considered and approved:

That the following recommendation of the Director of Education be approved:

7. LEAVING EMPLOYMENT

(a) That the date for the following staff to leave the employ of the Board be approved:

Kathleen Staples (Educational Assistant, Educational and Lunchroom Assistant Staff), 1991 11 21 **CARRIED**

**Request for
"Four Over Five"
Plan**

Moved by Mr. Stewart:

That the following request for "Four Over Five" Plan be approved:

(a) That approval be granted for the request of the following teacher for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Collective Agreement, effective as shown:

Dorothy A. Willson (S), 1993-94 School Year

CARRIED

GENERALBUSINESS ARISING OUT OF THE MINUTES:Superintendent
of Program -
Interview

At this point, Mrs. Bishop requested the members' direction as to which of two dates being proposed for a planning session for the position of Superintendent of Program would be preferable. These dates are: Wednesday, 1991 11 20 and Monday, 1991 11 25 at 16:30 to 17:30 hours.

With five newly-elected trustees joining the Hamilton Board December 1st, Mr. Stewart felt it appropriate to postpone interviewing for this position to give these trustees the opportunity to participate in the selection process.

Moved by Mr. Stewart:

That the interview and selection process for the position of Superintendent of Program be held after the Inaugural in order to give new trustees the opportunity to participate in the process.

Mr. Rielly clarified the officials hope the interviews would be conducted this month as the current Superintendent of Program is resigning effective 1991 12 31. If the successful candidate is selected prior to the end of November, this would allow that person to resign from his position as of November 30th with no problem. Mr. Rielly advised that if the interviews are conducted in December, then that deadline is missed and a potential problem may arise, i.e. it would require a mutual agreement between the candidate and his/her Board to allow that person to be released from their employment. He added the proposed November timeline will enable the candidate selected to assume the position as soon as possible.

Mr. Stewart stressed the importance of having the new trustees' input in the selection process and maintained that this is a key position for the Board.

The motion was voted on and was LOST.

Mr. Allen said he has problems with the interviews starting at 16:30 hours and said a 17:30 hours start time would be preferable.

At this point in the meeting, Mr. Stewart advised that City Hall has decided not to hold its last meeting in November in view of the large turnover in the elected officials resulting from the recent election. He wondered if there is a similar provision in the Education Act which would govern this Board and requested the officials look into this.

When concerns were raised relating to the interview procedure and in-service workshop for the trustees prior to the interview process, Mr. Hicks clarified the principles of the interview and selection process as approved by the Board at a previous meeting.

Referring to Mr. Stewart's earlier comments, Mrs. Lowe and Mr. Kennedy expressed disagreement with the Board having to pattern the conduct of its business after City Hall. Mrs. Lowe stated that the experienced trustees should know the type of person the Board is looking for better than five new "inexperienced" trustees.

In response to Mrs. Hill's query, Mr. Rielly clarified that the starting time for the interviews would depend on the number of candidates who have applied for the position. To date, he said no application has been received by the Human Resources Department.

Moved by Miss Cunningham:

That an In-Camera Meeting of the Personnel and Organization Committee be scheduled for Monday, 1991 11 25 at 17:30 hours.
CARRIED

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

rt

Att.

APPENDIX

Ontario Human Rights Code

Section 4 (1) Employment

Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or handicap. 1981, c. 53, s. 4 (1), 1986, c. 64, s. 18 (5)

Section 16 (1) Handicap

A right of a person under this Act is not infringed for the reason only that the person is incapable of performing or fulfilling the essential duties or requirements attending the exercise of the right because of handicap. 1986, c. 64, s. 18 (9).

Section 16 (1a) Reasonable accommodation

The Commission, a board of inquiry or a court shall not find a person incapable unless it is satisfied that the needs of the person cannot be accommodated without undue hardship on the person responsible for accommodating those needs, considering the cost, outside sources of funding, if any, and health and safety requirements, if any.

Workers' Compensation Act

Ontario Bill 162, Summary

Employers' duties:

- workers with less than one year continuous employment excluded
- Act prevails over collective agreement if more favorable to worker, in terms of re-employment
- Act does not displace seniority rights under collective agreements relative to re-employment
- must offer pre-injury position or alternative employment at comparable earnings to medically fit workers
- must accommodate the workplace to the needs of the worker subject to financial hardship of the employer
- obligation to re-employ extends to the earliest of two years from the date of injury, one year from date of notification of medical fitness, and the date the worker reaches 65 years of age

Penalty for non-compliance:

- maximum of the amount of the worker's net average earnings in the year before injury
- firing a rehired worker within six months of his or her return to work is considered non-compliance by the employer unless justifiable

2. GENERAL PRINCIPLES

3. SCOPE OF APPLICATION

The purpose of this document is to define the scope and objectives of the project. It provides a clear understanding of the project's goals and the roles and responsibilities of the team members.

4. OBJECTIVES

The primary objective of this project is to develop a comprehensive system that meets the needs of the organization. This includes identifying the requirements, designing the system, and implementing it.

5. SCOPE OF WORK

The scope of work for this project includes the following tasks: requirements gathering, system design, development, testing, and deployment. Each task is defined in detail to ensure clarity and accountability.

6. WORKS COMPENSATION ACT

7. PURPOSE

8. SCOPE

- The purpose of this act is to provide a framework for the compensation of workers.
- It defines the minimum wage, overtime pay, and other benefits that workers are entitled to.
- The act also sets out the rules for the payment of wages and the calculation of overtime.
- It provides a mechanism for the enforcement of these rules and the resolution of disputes.
- The act is designed to protect the rights of workers and to ensure that they are paid fairly for their work.

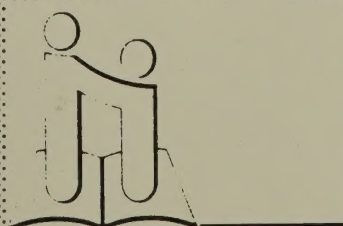
9. SCOPE OF APPLICATION

- This act applies to all workers who are employed in the private sector.
- It also applies to workers in the public sector who are not covered by other legislation.
- The act does not apply to workers who are employed in agriculture, stock raising, or fishing.
- It also does not apply to workers who are employed in the maritime industry.

MINUTES
URBAN/MUNICIPAL
CAH ON HBL W26
M36 1991

DECEMBER, 1991

PERSONNEL AND ORGANIZATION COMMITTEE



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

PERSONNEL
AND
ORGANIZATION
COMMITTEE

INDEX

PERSONNEL & ORGANIZATION COMMITTEE

1991 12 12

PAGE

G E N E R A L

BUSINESS ARISING OUT OF THE MINUTES:

1. Educational Assistant, S.A.L.E.P. - Update 1

NEW BUSINESS:

1. Recommendations of the Director of Education 2
2. (a) Staffing Report 2
- (c) Report on Supply Teachers 2
3. Report of the Affirmative Action/Employment Equity Committee 3

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education 4
2. Request for "Four Over Five" Plan 4

PERMANENT & TEMPORARY COMMITTEES

1957-1958

PAGE

UNCLASSIFIED

PERMANENT ADVISORY BOARD OF THE BOARD

1. Educational Council, N. A. L. 1957-1958

NEW MEMBERS

1. Representative of the University of California
2. (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z)
3. Representative of the University of California

PERMANENT ADVISORY BOARD

NEW MEMBERS

1. Representative of the University of California
2. (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z)

MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1991 12 12

Present: Mr. R. Mulholland (Chairman); Trustees Bishop, Hicks, Paquin, Wilson and Cunningham.

Not

Present: Trustee Stewart.

Also

Present: Trustees Allen, Darby, Hill, Lowe, Johnston, Mason, Orban and Rogers.

Officials

Present: K. Rielly (Director of Education and Secretary)
A. Stockwell (Associate Director of Education)
P. Shewfelt (Superintendent of Finance and Treasurer)
B. Sinclair (Superintendent of Human Resources)
D. Skidmore (Superintendent of Program)
R. Orlando (Superintendent of Plant)
R. Kawai (Superintendent of Information Management Services)
N. Nicholls (Superintendent of Schools - Area Two)
P. Gillie (Superintendent of Schools - Area 4)
S. Rogers (Assistant to the Secretary)

Mr. Mulholland called the meeting to order, welcoming the new trustees to the first meeting of the Personnel and Organization Committee and expressed his appreciation for the opportunity of chairing this Committee.

The Chairman then called for confirmation of the minutes.

Moved by Mr. Hicks:

That the minutes of the regular meeting of 1991 11 14 be approved as presented.
CARRIED

G E N E R A L

BUSINESS ARISING OUT OF THE MINUTES:

Educational
Assistant,
S.A.L.E.P. -
Update

The Chairman provided a brief overview and referred the members to the recommendation on Page 3 of the report.

Moved by Canon Rogers:

That the Update re the Educational Assistant, S.A.L.E.P., be received for information and that this special assignment position be extended to June, 1992.

In response to Mrs. Bishop's request, Mr. B. Schofield, Co-ordinator - Adjustment Services, explained the nature of the position of Educational Assistant, S.A.L.E.P. and underscored the key job responsibilities as outlined on Page 7 of the report.

Ms. D. Sayers, Consultant - S.A.L.E.P., affirmed the excellent support and assistance provided by the Educational Assistant, S.A.L.E.P. to the students involved with this program. She highlighted the contact with the students (particularly the high-risk and hard-to-serve youths) and the coaching for them to put what they learned into practice to be the most important role of the Educational Assistant for S.A.L.E.P.

Mrs. Bishop voiced her support for the recommendation as being very fair in light of the fact that the S.A.L.E.P. program is under review through the Action Teams.

The motion was put to a vote and was CARRIED.

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Dr. Johnston:

That the recommendations of the Director of Education be approved as presented. CARRIED

(a) Staffing Report

Mr. Sinclair reviewed the report, noting the slight increase in staffing figures for the Lunchroom Program at the Elementary panel, the Caretaking and Maintenance Staff and the Educational Assistant Staff. He also noted the Lunchroom Enrolment figure should be 16,618 rather than 16,445.

In response to Mrs. Bishop's question relating to the large discrepancy in the teacher-pupil ratio for the Trainable Retarded (TR) program, Mr. Sinclair clarified this was due to the change in the teacher line, specifically the assignment of a teacher from Vincent Massey Elementary School to co-ordinate the program. When Mrs. Bishop commented there was a decline of 19 students which she would have expected would equate to two staff, Mr. Sinclair responded he would investigate and provide the information.

Referring to the staffing figures relating to the Administrative and Support Staff, Miss Cunningham requested a breakdown of figures for the years 1987, 1988 and 1989. She expressed keen interest in the rationale for the marked increase in staff during these years as to where the staff is located and the positions they hold. Mr. Sinclair agreed to provide this information at the January Personnel and Organization Committee meeting.

Mrs. Bishop commented the upward trend in staffing for these years resulted from the re-organization which began in 1988. She felt the information requested will be useful for the trustees.

Moved by Mr. Darby:

That the Staffing Report - Full Time Equivalent Positions be received for information. CARRIED

(b) Report on Supply Teachers

Mr. Sinclair presented the report. Noting the improved percentage figure spent for 1991, i.e. 67.78 versus 81.1 for 1990, he affirmed that the measures put in place are working for the system.

Moved by Canon Rogers:

That the Report on Supply Teachers be received for information.

Mrs. Bishop suggested also reflecting percentage figures on the Totals, or any other suggestions the officials could come up with to make it easier for people to compare month by month, year by year.

In response to a further query from Mrs. Bishop relating to historical data in order to compare, Mr. Sinclair clarified that the data for Personal Reasons/Illness is fairly current. In fact, it is due to an interest in historical data comparison and break-downs that this report is being presented.

Mrs. Bishop commented she was aware of a report looking at reducing absenteeism for illness and she felt some rates could be reduced. This chart, however, does not allow the trustees to see if any impact is being made should the Board bring in a policy to reduce employee absences.

Mr. Sinclair agreed to take the suggestion into consideration.

Mrs. Hill noted the increasing figures for the "Not Indicated" column and felt this area should be monitored closely and should not be voluntary.

Responding to Dr. Johnston's inquiry, Mr. Sinclair said it may be difficult to provide a percentage breakdown for Personal Reasons or Illness because the data is not computerized at this time. He alluded to the insignificant figures for Personal Reasons and stated it is almost all illness.

The motion was voted on and was CARRIED.

Report of the
Affirmative
Action/
Employment Equity
Committee

The Chairman, in referring to the report, clarified that the Report re Progress Towards Targets - Summary Update 1991 and the video and fact sheet from the Ontario Women's Directorate were all received for information at the November meeting of the Affirmative Action/Employment Equity Committee. Copies of the report and the fact sheet were attached to the 1991 11 26 Affirmative Action/Employment Equity Committee minutes (earlier distributed to the trustees). He clarified further that the video, "All in a Day's Work" presented to that Committee was not for presentation at tonight's meeting.

Moved by Mr. Allen:

That the following Report of the Affirmative Action/Employment Equity Committee be approved:

(a) That the "Employment Equity for Women: Survey of School Boards, September 1991", as amended, be approved and submitted to the Ministry of Education. (see attached)

(b) That the Report re Progress Towards Targets - Summary Update 1991 be received for information.

(c) That the following be adopted as the Hamilton Board's advertising message as an Equal Opportunity Employer:

The Hamilton Board of Education is committed to Employment Equity. We encourage applications from qualified persons that include: aboriginal people, those with disabilities, members of visible minorities and women.

(d) That the video, "All in a Day's Work", and Fact Sheet "Work and Family" from the Ontario Women's Directorate be received for information.

Mrs. Bishop expressed her support for the report, particularly the identified need to explore alternative work arrangements and family-responsive issues.

The motion was put to a vote and was CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Director of Education

Moved by Dr. Johnston:

That the recommendations of the Director of Education be approved as presented. CARRIED.

Request for "Four over Five" Plan

Moved by Mr. Allen:

That the following request for "Four Over Five" Plan be approved:

(a) That the effective dates for the Leave of Absence under the Salary Holdback Plan ("Four Over Five") granted to Nancy Martin (E) at a previous meeting be changed to 1992 02 01 to 1992 06 30.
CARRIED

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

rt

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